

## PENNSYLVANIA RESOURCES COUNCIL

### EXECUTIVE DIRECTOR POSITION DESCRIPTION

**Job Title:** Executive Director

**Function:** To provide leadership toward the achievement of the organization's mission, strategy, and annual goals and objectives. With the Board Chair, enable the Board to fulfill its governance function.

**Reports To:** Board of Directors

**Major Functions/  
Accountabilities:** **Corporate Leadership:**

- Represent PRC as primary spokesperson before the Pennsylvania Legislature, Administration, agencies, and media to create high profile presence
- Network with state and national decision-makers and leaders and aligned organizations in Harrisburg and throughout the state
- Expand our geographic footprint by building a presence for PRC in Eastern and Western offices, as well as in Harrisburg
- Travel to Harrisburg as required to implement legislative agenda, and travel to PRC Eastern and Western offices as required to maintain a leadership presence, be involved in PRC-sponsored and other events, and monitor operations
- In conjunction with Regional Directors, develop and implement annual Business Plan and Marketing Plan to submit to Board of Directors for approval
- In conjunction with Regional Directors, develop and implement a multi-year Strategic Plan and funding allocations
- Execute contracts, leases, and other legal documents on behalf of PRC
- Oversee comprehensive accounting systems and fiscal management procedures
- Oversee design, marketing, promotion, delivery, and quality of programs and services
- Provide final approval of printed and electronic materials, letters to the editor, press releases, proposals, organization publications, and published articles

- Oversee the management of sub-leased properties at the Eastern Office (Ridley)
- Recommend to the Executive Committee salary ranges and variable compensation plans for Regional Directors and staff
- Provide semi-annual reviews of new hires and annual reviews of tenured PRC personnel and adjust personnel objectives as needed
- Monitor adherence to personnel policies and serve as final arbitrator on personnel issues
- Approve all PRC staff positions and hires
- Communicate effectively with all staff and coordinate activities of the Regional Directors to advance organizational goals and strategies

**Funding/Grants:**

- Develop, oversee, and monitor PRC's statewide funding strategies with a focus on generating unrestricted revenue
- Interact and coordinate with major donors, private foundations, corporate executives, and other significant organizational sources of funding
- Approve the solicitation of grants with Regional Directors and staff, and allocate funds for responsible budget execution
- Review, give final approval, and participate in grantwriting with Regional Directors and grant coordinators

**Board Administration and Support:**

- Develop shared vision with Board of Directors and manage that vision to a successful outcome
- Serve as a non-voting member of the Board of Directors and as ex-officio member of the Executive Committee and all Board sub-committees
- Develop and oversee policy, annual and long-range organizational objectives, program goals, and strategies for the Board
- Develop and recommend annual budget for Board approval
- Monitor and report to the Board on progress, performance, fiscal solvency and the three-year plan
- Support operation and administration of the Board by advising and informing Board members and interfacing between Board and staff
- Organize quarterly and annual Board meetings