

Groundwork USA®

Changing places, Changing lives

Groundwork USA National Services Director Position Announcement

July 9, 2010

Introduction and Background

Groundwork USA, a national nonprofit organization, is seeking a dynamic individual to be its first National Services Director. Groundwork USA supports a national network of locally organized and controlled nonprofit organizations called Groundwork Trusts. Each Trust works with their host community to improve their environment, economy and quality of life through local action by involving local people, business, government and other organizations in practical projects. Developed in partnership with the National Park Service and the Environmental Protection Agency, the Groundwork USA network of Trusts believes people, places and prosperity are inextricably linked. We work with our partners to develop projects and programs which bring benefits to all three areas. To learn more about Groundwork USA, please visit our website: www.groundworkusa.org.

Qualifications

The first National Services Director of Groundwork USA must be a highly organized, detail oriented entrepreneur with strong administrative, writing, communication, and finance/budgeting skills. The successful candidate will have a demonstrated ability to adhere strictly to deadlines while managing multiple projects and have experience in business management and/or organizational development. They will be a self starter with a collaborative spirit. Experience with grants management is a plus. Knowledge of community development, volunteer stewardship and environmental restoration is helpful but not required. A solid work and/or academic history with BA/BS is required. MPA/MPP/MBA is a plus.

Office Location and Position Overview

Groundwork USA is co-located with Groundwork Hudson Valley in Yonkers, NY, just north of New York City. The National Services Director will work closely with program and finance staff at Groundwork Trusts nationwide and the Manager of the Groundwork USA Initiative at the National Park Service. They will support the work of the Groundwork USA Executive Director and the Groundwork USA National Board. The position reports to the Groundwork USA Executive Director. Some travel is required within the U.S. and potentially the UK. Salary is \$40-50K depending on experience, plus a good benefits package.

Key responsibilities – managing grants and contracts; developing budgets and work plans; tracking performance; administering invoicing, reporting and payments system; documenting Trust network achievements; developing e-communication tools; providing technical assistance to facilitate best practices at local Trusts.

How to Apply

This is a great opportunity to get involved in a dynamic and growing not-for-profit organization. Please send resume and cover letter describing your suitability for this position by mail or email to:

Mail: Groundwork USA – National Services Director Search, 22 Main St, 2nd floor, Yonkers NY 10701

Email: Jobs@groundworkusa.org

Due Date: Application process closes on August 17th, 2010

No phone calls, please. Due to the volume of resumes, we will not be able to respond individually to each. Groundwork USA is an equal opportunity employer.