



Executive Director

The Executive Director provides statewide leadership for the Society and is the point of contact between the PRPS Board of Directors and the staff. This individual is responsible for setting the direction of staff and resources towards the Board's governing values and strategic goals. The Executive Director must possess strong leadership and relational skills, promote cooperative partnerships, embrace progressive change, exercise sound business and ethical judgment, implement courses of action through appropriate delegation, listen actively, learn continuously, and make timely and sound decisions. The Executive Director is also responsible for advocacy, education, funding and member services.

The Executive Director represents the Society in all internal and external interactions, and is accountable to the President of the Board. This exempt position enables and contributes to the operations of the PRPS office as a non-hierarchical network of interactive teams with a high degree of responsibility, strong communication, and collaborative workflow to meet mission-driven objectives. The Executive Director is expected to work primarily in-person at the main PRPS office in State College, PA.

Responsibilities and Relations

Organizational Governance

- Together with the Board of Directors, develop the mission, vision, values and strategic plans of the Society; update Employee Policy Manual; and develop and update financial policies and internal controls for the best stewardship of finances, property and resources.
- Inform the Board of relevant trends in association governance, organizational alliances and partnerships, and implement plans and programs consistent with the strategic plan. Support a competency-based Board of Directors and serve as ex-officio member.
- Together with the Board, lead and contribute to the joint governing and operating duties of the Finance, Membership, Governmental Affairs, and Diversity, Equity and Inclusion Committees, and Society Districts.
- Serve as liaison to Board governing committees of Constitution and Bylaws, Leadership Development, Strategic Planning, Recognitions and Awards, and others as required.
- Serve in an ex-officio capacity on the Board of Trustees for the People, Parks, and Community Foundation.

Administration and Leadership

- **Human Resources:** Recruit, hire and supervise all staff; determine position titles and job descriptions; set compensations for individual employees within organizational policies; conduct annual performance reviews and facilitate plans for professional growth and development.

- Supervise staff schedules, payroll and employee benefits. Ensure individual and corporate compliance with PRPS policies and all occupational laws and regulations.
- Appoint and supervise the work of operating committees and task forces of Annual Conference, Education, Learning Networks, Foundation, and others as required. This may include appointing and/or overseeing staff or member liaisons as chairs of various committees.
- **Finance:** Develop the annual budget and determine specific expenditures within the approved budget; develop and distribute financial reports for managing finances; develop and manage funding and investment strategies; manage Operating Reserve and other dedicated funds; and respond to auditor findings.
 - Comply with all financial policies and reporting requirements. Supervise accounting and reporting practices for integrity, efficiency and transparency.
 - Oversee insurance coverages, legal and risk management issues, grant agreements and reports, and consultant contracts. Manage the RecTAP mini-grant program. Provide for proper stewardship for the PRPS office building, property, and other physical resources.
- **Training and Advocacy:** Supervise a comprehensive, year-round professional and technical education and training program to the PRPS membership in conjunction with other staff, members, volunteers, consultants and partners. Provide support for conferences, summits, workshops and other educational sessions.
 - Provide statewide organizational leadership and work with legislators and other decision-makers on issues that impact the parks, recreation and conservation industry. Identify and implement means and methods to effect change and make improvements in systems, communities and lives.
- **Communications and Marketing:** Supervise a comprehensive, year-round communications and marketing plan in conjunction with other staff, members, volunteers, consultants and partners.
 - Contribute to *Pennsylvania Recreation and Parks* magazine as executive editor, develop Opinion-Editorials and other avenues of outreach to expand the impact and influence of the Society's ideals. Contribute to bimonthly and annual PRPS reports.
 - Supervise all print and electronic communications, web and online presences, and the scope and schedules of market dissemination.
 - Facilitate and supervise the development of marketing partnerships, sponsorship opportunities and other creative means of engaging members, communities and the public.
- **Partnerships and Alliances:** Actively engage members, volunteers, committees, and other partnering organizations and funders. Develop and nurture existing and new strategic relationships with organizational, corporate and community partners according to the needs and goals of the Society, partners, members and the statewide recreation, park and conservation industry.
 - As requested and able, contribute a leadership voice to complementary organizational alliances such as Growing Greener Coalition, State Comprehensive Outdoor Recreation Plan Technical Advisory Committee, National Recreation and Park Association, National Association of Park Foundations, and others.
 - Continue to strengthen and perpetuate the partnership with Pennsylvania Department of Conservation and Natural Resources and the various departments throughout that agency.

- **Information Technology:** Supervise the development, use and efficient integration of the PRPS technological infrastructure and best management practices to facilitate change, remain operationally competitive, and exceed member, partner and stakeholder expectations.

Education and/or Certification

- Bachelor's degree or higher.
- Certified Park Recreation and Professional (CPRP); or at least 10 years of professional experience in the Parks and Recreation field; or
- Certified Therapeutic Recreation Specialist (CTRS): or at least 10 years of professional experience in the Therapeutic Recreation field; or
- Certified Park and Recreation Executive (CPRE), preferred, but not required.

Experience

- Well-rounded Executive Director, with more than 10 years of notably successful experience in governmental, nonprofit and entrepreneurial applications at the local, regional and/or statewide levels. A focus on the parks, recreation and conservation field is preferred.
- Proven relational and administrative leader in developing and promoting organizational capacity and results oriented collaborations for advancing the ideals of parks, recreation, aquatics, greenways, trails, conservation, natural resources, therapeutic recreation, wellness and other related essential community services of the profession.
- Proven accomplishments as articulate visionary leader, strategic planner, professional developer, change facilitator, financial developer, public platform spokesperson, communicator and advocate.
- Proven fundraising and marketing experience.

Knowledge and Abilities

- Personal integrity and commitment to the PRPS Organizational Culture of integrity, excellence, innovation, education, equity and empowerment.
- Marketing savvy and an entrepreneurial spirit; self-motivated creative thinker and prime mover.
- Proven professional experience in developing professional and corporate relationships for mutual organizational capacity.
- Ability to lead, manage and develop high performance teams and collaborate effectively with diverse groups to advance the Society's mission and goals.
- Ability to exercise good judgment in evaluating situations and making sound decisions.
- Excellent and persuasive oral and written communication skills and social media marketing talents.
- Ability to travel in-state for PRPS responsibilities (approximately once per month on average), and occasionally out-of-state for professional or business development.
- Mastery of Microsoft Office Suite and other common office software, and familiarity with website content management systems applications.
- Personal commitment to recreation, parks, conservation, professional development and connecting people to the outdoors.