

Lansdowne Economic Development Corporation

Executive Director Position Description

The Lansdowne Economic Development Corporation (LEDC) is a 501(c)(3) not-for-profit organization whose mission is to celebrate the arts and creative small business as a catalyst to generate economic activity and encourage investment in the Lansdowne area. We do this through a variety of events and services for current and prospective businesses, as well as residents and visitors.

The Executive Director is the chief administrative officer responsible for leading the LEDC in achieving its mission and implementing the LEDC's policies as defined by the Board of Directors.

The selected Executive Director candidate will be joining the LEDC at an exciting time as we prepare to embark on strategic planning in 2025. The desired candidate will have a deep understanding of non-profit strategy and small business needs, along with a proven ability to think strategically and lead effectively.

Major functions of the Executive Director include staff management and recruitment, managing fundraising and finances, and community building and coordination.

Background

Lansdowne PA, is a diverse and vibrant creative community 6 miles from Philadelphia City Hall. Lansdowne is a classic historic town, with a walkable downtown center, and excellent public transportation including bus, trolley, and regional rail connecting to Philadelphia, Media, and the Main Line, a short 13-minute ride to University City by train. Lansdowne has a large concentration of Victorian-era homes, with two National Historic Districts. Housing is affordable and there is a strong sense of community and volunteerism. Lansdowne has traditionally been home to artists, small creative businesses, and residents involved in higher education.

Lansdowne is on the verge of greater artistic development and economic growth. The Historic Lansdowne Theater shuttered for thirty-five years is undergoing a restoration and will re-open as a twelve hundred-seat concert venue in the fall of 2024 and a new state-of-the-art modern apartment building, close to public transportation, with views of the Philadelphia skyline is slated for development. The LEDC played a key role in advancing these projects and seeks to leverage these assets offering business support to create opportunities and foster a human-based economy.

Responsibilities

General

- Work with the LEDC Board, staff, and volunteers to define and implement the strategic goals and objectives of the LEDC, including the financial sustainability of the organization.
- Oversee staff management, including performance reviews, payroll, and benefits administration, as well as manage consultants.
- Maintain official records and documents and ensure compliance with regulations and funding source requirements.
- Coordinate economic development and revitalization programs, including analysis and monitoring, business development, and business recruitment.
- Identify, attract, and work with prospective traditional businesses as well as small businesses including makers and artists.

Board/Committees

- Prepare Board packets for and attend all Board meetings.
- Assist the Board and Committees to fulfill governance objectives.
- Assist the Board in recruiting, hiring, supervising, evaluating, and counseling LEDC staff and interns, and serve as an interface between the Board and staff.
- Manage and attend committee meetings and keep committee members apprised of ongoing activities and projects.
- Assist committees in the administrative planning and execution of major events, including the annual Arts Festival, holiday art show, Juneteenth, and farmers markets.

Finance

- Work with the staff, Board, and Committees in developing the annual budget.
- Monitor revenues and expenditures in relation to the budget.
- Manage billing and receiving, and approve payroll disbursements.
- Oversee the LEDC fundraising plan and implementation, including working with consultants to research funding sources, apply for grants, and carry out corporate sponsor and individual donor programs. Complete all necessary reports for grants received.

Community

- Identify and foster collaboration between stakeholders in the community, including the Borough, the Lansdowne Business Association, community organizations, and independent businesses.
- Identify talent in the community and recruit volunteers and new staff.
- Attend Borough meetings as needed.
- Recruit new businesses and provide ongoing support to help them achieve success in Lansdowne.

Qualifications

- A minimum of 5 years of demonstrated staff and budget management experience.
- Proven strong leadership, with demonstrated planning, organizational, and entrepreneurial abilities.
- Excellent written and verbal communication skills.
- Successful experience researching grant opportunities, writing grant proposals, grant administration, and close-out.

- Bachelor's degree in community development, urban planning, urban studies, historic preservation, non-profit or public administration, arts administration, or a related field is preferred. Higher education is desired.
- Previous work experience with state agencies in community redevelopment is a plus.

Compensation

The LEDC Executive Director position is non-exempt. The salary range is \$60,000-\$70,000 with a negotiable stipend towards health coverage.

The LEDC offers the following paid time off:

9 paid holidays

After 90 days, employees are eligible for 5 sick days annually.

After 90 days, new hires are eligible for 10 vacation days annually.

After 2 years, employees are eligible for 15 vacation days annually.

After 5 years, employees are eligible for 20 vacation days annually.

Application Information

The LEDC is committed to creating a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The LEDC believes in equal opportunity and fostering a supportive environment where everyone can thrive and contribute to our collective success.

Please apply through [this link](#). Required application materials include a resume and a cover letter that addresses your interest in the position, your connection to Lansdowne, and recent successes in your career defined both qualitatively and quantitatively.

Applications will be accepted until the position is filled. Applicants should be available to start no later than December 1, 2024.

Questions? email: LEDCsearchcommittee@gmail.com