



NOSP Project Director, Job Description – December, 2021

Newport Open Space Partnership (“NOSP”) is a coalition of agencies and non-profits (City of Newport Tree and Open Space Commission; City of Newport, Department of Public Services; Newport Tree Conservancy; Aquidneck Island Planning Commission; and Aquidneck Land Trust) which oversaw the creation and city passage of [City of Newport Trees, Parks and Open Space Master Plan](#), February 2017 (“Master Plan”). The NOSP seeks to effectively implement the goals of the Master Plan in order to enhance the quality of life for residents and visitors throughout the community. The Aquidneck Land Trust (“ALT”) is a 501(c)(3) non-profit which acts as the fiscal sponsor of NOSP. Together, NOSP and ALT are looking for a highly skilled project director to help fulfill this important community undertaking.

The director will serve in a 1099 consultant capacity and work approximately 30 hrs. per week (on average). The director will report to the NOSP steering committee, as to strategic goals and programs, and to ALT, as fiscal sponsor, as to administrative, financial and accounting responsibilities. The director will oversee the strategic and operational goals of the NOSP as set forth by the steering committee. The director will also be responsible for planning, designing and executing a communications and social media plan for NOSP. We are looking for a seasoned leader that not only understands current trends in the community, but seeks out, and helps the steering committee to seize upon, opportunities for NOSP to fulfill its mission in the community. Prior experience in establishing relationships and consensus amongst local community leaders and groups is essential. Above all, he or she must be comfortable in a leadership role that demands clear communication, decisiveness, and strong organizational skills. The director will be called upon to keep the NOSP steering committee organized and on task in reaching our stated partnership strategic goals and action plan.

Objectives of this Role

- Work closely with NOSP steering committee informing, assessing, and addressing issues that affect the program coalition and the implementation of the Master Plan.
- Oversee the daily operations of the project, providing executive direction of all program and marketing strategies, and assist the steering committee in developing a fundraising plan primarily through foundational, corporate grants and government grants.

- Represent the project coalition and increase awareness by being the spokesperson and liaison with local media, partners and local government
- Develop an actionable plan for managing monthly cash flow
- Comply with all federal, state, and local legislation
- Fulfill the administrative and financial accounting responsibilities for the project, including the creation and administration of operating and project budgets and work with ALT staff in effective financial reporting for the coalition
- Draft operating and program grants and grant reports
- Administer NOSP steering committee meetings on a bi-monthly basis in an organized manner
- Ensure that NOSP is a known entity and is fully embedded in the community

Daily and Monthly Responsibilities

- Create complete business plans for the attainment of goals and objectives, working alongside the steering committee
- In coordination with the Steering Committee, develop a multi-year fundraising strategy to secure financial operating support for NOSP.
- Grant-writing to foundations, corporations, individuals and government sources and reporting to the same on use of funds granted or donated.
- Plan, design and implement all external communication platforms and materials including, website, marketing materials, newsletters and social media platforms and content
- Stay informed on pertinent issues and be current on all news; local and otherwise.
- Serve as the face of the coalition, pursue opportunities and actively participate in external events, both increasing visibility, credibility, and brand in the market, and developing strategic partnerships in order to increase community awareness and expand the program
- Build and lead an effective team dedicated to fulfilling the coalition's mission through highly successful program implementation and community engagement
- Manage a culturally diverse clientele and community whose skills, cultures and spoken languages reflect the communities NOSP serves

Skills and Qualifications

- Bachelor's degree in related field preferred; finance, education, political science, business
- 4+ years of senior management experience, preferably with a nonprofit
- Strong public relations, marketing, and grant-writing experience
- Experience in using social media platforms and digital marketing
- Knowledge of leadership and management principles related to nonprofits

- Proven success working with a board of directors
- Entrepreneurial mindset, with innovative approach to business planning
- Dynamic and charismatic team player who enjoys being the public face of a coalition
- Ability to enter and report financial data in a generally accepted financial program

Preferred Qualifications

- Advanced degree, or MBA
- Experience using Excel software and managing budgets
- Exceptional verbal, written, and visual communication skills

Consultant compensation will be commensurate with experience.

Please submit an introductory cover letter and resume to Charles B. Allott, Esq., ALT Executive Director, via email at callott@ailt.org by on or before **December 15, 2021** with the subject line: "NOSP Project Director Position." This position is based remotely. In line with State of Rhode Island guidelines and ALT Guidelines, provided that in-person meetings are allowed, meetings with clientele, donors, and collaborators can be scheduled at ALT Offices, 790 Aquidneck Avenue, Middletown, RI 02842. We hope to make a hiring decision by **January 7, 2022**.