

Executive Director Impact Description

January 2025



ORGANIZATION OVERVIEW

Friends of Hoyt Park & Pool (FOHPP) operates TOSA Pool, The Landing at Hoyt Park, and the Grand Hall without tax dollar support. The mission of FOHPP is to enhance our community's quality of life by developing, operating and maintaining a pool and gathering space, and preserving the natural beauty of the surrounding parkland. Since the pool opened in May 2011, FOHPP and TOSA Pool at Hoyt Park have received several awards recognizing the outstanding design of the pool, the preservation of the historic bathhouse and the positive impact TOSA Pool is having on the community.

The Landing is an outdoor venue serving a changing menu of craft beers, wine and locally-sourced menu, open mid-May through October with live music and events throughout the year. Grand Hall is a wonderful historic building that offers a beautiful fireplace, a park setting, accessible facilities, plenty of parking and is available year-round. Both The Landing and Grand Hall help support the operations of TOSA Pool.



POSITION OVERVIEW

Friends of Hoyt Park & Pool is seeking a dynamic, visionary leader who will actively engage the community and carry out a plan that supports TOSA Pool, The Landing at Hoyt Park and the Grand Hall. Building a broad and diverse community of supporters for the organization is a must for continued success and growth. This includes building positive collaborations with current supporters while also seeking new partners. The Executive Director will create, implement, and sustain innovative services and programs to carry out FOHPP's mission. They will also serve as the primary leader and chief inspirer of staff members and an extensive seasonal employee team with a diverse range of skills. Leadership of FOHPP necessitates encouraging open communication and collaboration amongst all staff and seasonal employees.

The Executive Director is responsible for overseeing the administrative, programming, and strategic plan of FOHPP while looking toward opportunities in the future. Other key duties include promoting and marketing FOHPP, handling public relations, leading fundraising initiatives, community outreach, and oversight of our facilities and grounds. The Executive Director reports directly to the Board of Directors. In keeping with the spirit in which FOHPP was created, the Executive Director will exude a positive, energetic, and enthusiastic approach to change and growth management. The opportunities to partner and serve are limitless for FOHPP, and the Executive Director will be actively involved in making community connections and matches. They are a true leader who is visible and approachable with a strong work ethic.

ESSENTIAL RESPONSIBILITIES

To learn more, please visit us at:
<https://friendsofhoytpark.org/>.

Community Outreach

- Ensure FOHPP is effectively utilizing current vehicles (social media, website, email, and others) to promote and engage multiple communities.
- Cultivate partnerships, collaborations and opportunities with compatible organizations, funding sources, and other community resources.
- Attend and participate in community functions on behalf of FOHPP.



Leadership and Operations

- Direct the daily operations of FOHPP.
- Guide effective communication and strategy with all Board Committees.
- Manage and oversee the programming, facilities, pool, and overall grounds.
- Maintain current programming services which support the strategic direction of FOHPP.



- Create and develop new initiatives to meet the needs of the community and the organization.
- Assess impact and effectiveness of all programming.

Fundraising and Finances

- Steward and improve the strategic fund development efforts and continue to engage existing donors while building new relationships.
- Use donor data and trends to provide new insights and ways to increase donor pipeline and levels of donations.
- Effectively manage finances and provide accurate financial information, in conjunction with the Board of Directors.

QUALIFICATIONS, EXPERIENCES, AND ATTRIBUTES

- Sincere passion for FOHPP's mission.
- Experience working with diverse populations encompassing all ages.
- Experience in setting, communicating, and executing the mission of an organization using strong written and verbal communication skills.
- Sound problem solving abilities; attention to details within financial and written reports, with a willingness to serve in multiple capacities.
- Ability to successfully partner with the Board of Directors.
- Proven leadership and business management skills of at least 5 years.
- Demonstrated success in generating revenue to fulfill the mission of a program and/or organization.
- Financial and operational acumen; direct experience with budget development and management.
- Knowledge of general human resources policies and employment laws required.
- Track record of successful staff recruitment, supervision, and support.



COMMITMENTS FROM FRIENDS OF HOYT PARK & POOL

Friends of Hoyt Park & Pool is an equal opportunity employer. In accordance with the immigration reform and control act of 1986, the friends of Hoyt Park & pool will hire only United States citizens and aliens lawfully authorized to work in the United States. All applicants offered a position will be required to personally present documentation, both to identify themselves and to prove that they are eligible for employment in the United States (note - this also applies to U.S. citizens). This must be done within the first three days of the date employment begins. Further information can be obtained from the Executive Director or Director of Finance and Administration. This information will be kept confidentially, in a separate file.

Friends of Hoyt Park & Pool is committed to a vibrant, inclusive and family-friendly experience.

FOHPP offers its staff members a stipend for health insurance and paid vacation benefits.

The salary range for this leadership role starts at \$90,000 annually.

INSTRUCTIONS FOR APPLICANTS

Interested candidates should assemble and email the following, combined into one document: a **letter describing your qualifications** for this position and **your interest in Friends of Hoyt Park & Pool's mission**; a **detailed and updated resume**, and the names of, your relationship to, and the contact information for, **three professional references**, to FOHPP@leadingtransitions.com no later than **1:00 p.m. CT February 15, 2025**.

Please note:

References will not be contacted without candidate permission.

All offers of employment are contingent upon clear results of thorough background and reference checks.

All inquiries about, and interactions with, candidates are kept in strict confidence.

This position will remain open until it is filled.



Leading Transitions is committed to the vitality and growth of mission-based, nonprofit, philanthropic, and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any community. We believe that periods of change are transformational and bring new diverse opportunities.

