

BUSHNELL PARK  
CONSERVANCY



Preserve • Enjoy • Envision



Harvest Development Group, a national consulting firm for nonprofit organizations, is managing the Executive Director recruitment on behalf of Bushnell Park Conservancy, located in Hartford, CT.

No direct inquiries to Bushnell Park Conservancy, members of their staff, or Board of Directors. All inquiries regarding the position may be directed to: [jobs@harvestdevelopmentgrp.com](mailto:jobs@harvestdevelopmentgrp.com).

When applying, it is with the understanding this full-time position (40 hrs/week) is located primarily on site in Hartford, Connecticut with flexibility to work remotely as needed, with flexibility to work on-site at Bushnell Park for events and meetings which may include evenings and weekends.

The salary for the position is \$80,000-\$90,000 commensurate with skills and experience.

Benefits:

Medical and Dental benefits are NOT offered with this position

Retirement plan

PTO Bank

Six flexible holidays

There is no relocation package offered with this position

A cover letter is required, not to exceed one page, highlighting relevant background, skills, and experiences.

Resumes with a cover letter may be submitted to: [Bushnell Park Conservancy Executive Director Posting](#)

Overview

The Bushnell Park Conservancy, a 501(c)(3) organization, seeks a dynamic person to serve as its next Executive Director who will leverage the expertise and the Board of Directors to lead the organization through its next phase of growth. In

collaboration with the City of Hartford, the Conservancy protects, preserves and promotes America's oldest publicly-funded park, including its historic buildings, monuments, and public art.

The Executive Director will work closely with the Board to determine programmatic initiatives, strengthen organizational infrastructure and capacity, engage and maximize the Board's role, and raise funds in a continually evolving environment.

The Executive Director will:

- Build strong ties and work closely with the Hartford community, funders, government, and other stakeholders.
- Continue executing the Conservancy's 5-year strategic plan, identifying priorities that will have the greatest impact on advancing the mission.
- Assure the Conservancy has the optimal organizational and staffing structure to advance its mission and strategic goals
- Advance the Conservancy's philosophy and mission that welcomes all visitors to the park
- Communicate and engage regularly with Board members and enhance Board engagement.
- Recruit volunteers, both corporate and individual participants, and maintain volunteer database
- Oversees two part time Carousel employees and seasonal employees

### **Attributes**

The successful candidate is one who:

- Possesses strong operational management and supervisory skills
- Conceptualizes, develops, and executes activities in support of the mission and strategic plan
- Possesses financial and budget experience and strong analytical skills
- Proactively seeks and applies for Grant opportunities and on-going donor involvement. Grant writing skills are required for the role.
- Demonstrates accountability for self and the entire organization
- Inspires and motivates internal and external stakeholders to support the mission, strategic plan, and goals
- Demonstrates ability to work and collaborate with a diverse group of constituents and build partnerships
- Proactively identifies areas of opportunity and develops appropriate course of action

### **Job Responsibilities**

*This profile is intended to indicate the general nature and level of work performed by the Executive Director. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the Executive Director. The Executive Committee and the Board have the sole*

*discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*

### **Administration and Operations Management**

- Prepare and manage all official records of the organization including all financial and regulatory compliance, operating agreements, contracts, and governance items
- Maintain an Employee Handbook for Carousel employees and adherence to labor laws.
- Ensure all critical procedures and other operational procedures are documented

### **Vision and Strategic Leadership**

- Prepare and monitor a dashboard of metrics to evaluate progress for increased impact, long term growth, and sustainability in adherence to the mission and strategic plan(s).

### **Organizational Management, Financial Management, Planning**

- Maintain project level cash flow tracking and percentage of completion for Board Reporting, including tracking of operating income revenue from Grants
- Work with City and State officials, other partners, and contractors to complete projects within established timeframes and budget

### **Fundraising, Development, and Grants**

- Implement and conduct annual donor fundraising and development activities, including designing and implementing solicitations in consideration for future major gift programs and capital campaigns in collaboration with the Development Committee
- Identify, cultivate, and secure financial support through grants, contracts, foundations, corporations, and public agencies
- Oversee and participate in the grant writing process and reporting outcomes
- Establish and optimize earned operating income streams
- Manage the Conservancy's major fundraising and community relations events and coordinates plans and activities with the Events Committee and all relevant committees.

### **External Community Engagement**

- Represent the Conservancy at stakeholder meetings as the representative and liaison to the State of Connecticut and City of Hartford agencies and officials
- Maintain existing and cultivate new community partnerships to further enhance the organization's image and brand throughout the community

### **Collaboration with Board of Directors**

- Assist Committee Chairs with Committee tasks and activities as needed, and offer active assistance with planning, goal setting, implementing committee plans, etc.
- Assist in the scheduling and preparation of Board meetings

### **Marketing and Communications**

- Manage and administer Conservancy marketing and communications in coordination with the Marketing Committee
- Maintain a presence at local events as needed and provide BPC promotional/marketing materials at such events
- Cultivate relationships to enhance the organization's image and brand throughout the community

### **Requirements**

- Minimum of a Bachelor's Degree with work experience aligned to the requirements of the position
- Minimum five years of experience with demonstrated attributes required for the position
- Financial and operational management in a public or nonprofit agency or program, and grant management
- Excellent written and verbal communication and presentation skill

### **Desired**

- Experience in the leadership and management of nonprofit organizations of comparable size and mission
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*Bushnell Park Conservancy is an equal opportunity employer and prioritizes diversity, equity, and inclusion. Bushnell Park Conservancy does not discriminate based on ethnicity, race, gender or sexual orientation and encourages all qualified individuals to apply.*