



## **Organization Overview**

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The Greensburg Community Development Corporation (GCDC) is a 501(c)3 non-profit which assists the City of Greensburg, businesses, institutions, and organizations in the development and implementation of plans and programs encompassing total community development, beginning in the core area and focused within the geographical boundaries of the City.

GCDC's Mission is to advance economic vitality, smart development, and cultural integration. We achieve these through public-private partnerships and community-based solutions. The overall vision is to make GCDC the leader in making the City of Greensburg a thriving and prosperous community. The organization is governed by a 25-member Board of Directors who meet regularly to provide guidance and direction to the Executive Director.

## **Executive Director**

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The Executive Director is responsible for the planning, coordination, and direction of GCDC's operations and programs. Candidates are expected to accomplish the essential duties and responsibilities of the position with the potential for other duties to be assigned to achieve the objectives of the organization. The ideal candidate will have a passion for community development, build and maintain strong relationships with diverse stakeholders, and secure funding for GCDC by creating / fostering existing programs and/or writing grants.

## **Property Development and Renovation:**

- Actively promote new development, adaptive reuses, and upgrades of buildings and properties within the context of Pennsylvania Downtown Center's Main Street Approach.
- Work closely with the City of Greensburg Planning and Development department and other public agencies including the Westmoreland County Redevelopment Authority and Land Bank and the Westmoreland County Planning Division to plan and administer community and economic development projects and neighborhood enhancement projects.
- Maintain a database of commercial property and businesses within the City of Greensburg. The inventory will contain office space/retail space available for lease and commercial property available for sale.

## Business Development and Growth:

- Act as a spokesperson for the GCDC and engage with the media and use social media to get the word out about GCDC events and programs.
- Represent the GCDC at community and development-related activities to enhance the organization's profile.
- Actively promote business opportunities within the City with primary focus on the Main Street and Health Care Districts before extending to the other areas of the municipality.
- Perform the duties of a liaison between businesses and the City, and become familiar with site location needs, business plan development, and municipal permitting processes to ensure successful start and growth of new businesses.
- Communicate GCDC programs, activities and results to business owners, property owners, citizen groups, and service organizations.
- Organize and execute the Annual Development Conference.

## Finance and Fundraising:

- In cooperation with the Board of Directors, develop and implement an overall strategy for GCDC fundraising efforts to achieve organizational goals including but not limited to corporate partnerships, events sponsors, and Hometown Hero Banners.
- Manage the annual budget of the GCDC. Work with executive committee regarding the use of revenue income.
- Manage the City of Greensburg Local Economic Revitalization Tax Assistance Program (LERTA). Additionally, manage the captured funds in the Greensburg Revitalization Fund and Façade Improvement Program.
- Research, explore, and cultivate funding opportunities from state and federal agencies, public corporations, non-profits, and individuals and write and assemble all components of grant proposals to public and private sources.
- Conduct regular bookkeeping and prepare proper tax documents for the annual audit.

## Organization Operation:

- Reports to and works collaboratively with the Board of Directors.
- Prepare for and facilitate board meetings, annual board planning meeting and budget process.
- Attend and participate in committee meetings (fund development, marketing, etc.).

- Work with the Board of Directors to develop, present, and implement a strategic plan for the GCDC.
- Oversee the GCDC Events Manager and related activities of the SummerSounds program.
- Recruit, train and supervise college intern(s).
- Ensure publication of a newsletter (or a digital version) and update the website regularly to clearly articulate GCDC's mission, goals, and accomplishments, to acknowledge donors, and, where appropriate, share community news.
- Ensure the accuracy, timeliness, and appropriateness of all GCDC communication to any constituents and the community.
- Maintain updates to GCDC website ([www.thinkgreenburg.com](http://www.thinkgreenburg.com)) as well as social media sites (Facebook, LinkedIn, Instagram).

## Essential Qualifications

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- Bachelor's Degree or equivalent related work experience required.
- A minimum of 1-3 years related experience at a nonprofit or other community development corporation. preferred.
- Takes initiative.
- Possesses the ability to work independently and multi-task.
- Is flexible, organized and works collaboratively.
- Experience with an office environment including word processing, spreadsheets, and office equipment. Proficient with office technology and Microsoft Office package and a working knowledge of QuickBooks.
- Ability to establish and maintain effective working relationships with associates, government officials, community representatives, local businesses, and the public.
- Excellent facilitation and fundraising skills.
- Excellent organizational skills and the ability to manage multiple projects and priorities simultaneously.
- Holds a valid driver's license and maintains reliable transportation.
- Ability to lift 30 pounds.

## Compensation, Work Environment, and Conditions of Employment

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The yearly salary is \$60,000-\$65,000. It is expected that the successful candidate will work at least 40 hours per week.

The Executive Director will primarily conduct their work within a professional office environment at GCDC's office in Greensburg. However, many meetings, events, and fieldwork activities occur outside of the office.

Candidates must submit to a PA State Police Criminal History Background Check.

## **How to Apply**

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Applicants must submit a current résumé, cover letter, and two professional references to [gcdc@thinkgreensburg.com](mailto:gcdc@thinkgreensburg.com). The application deadline is January 31, 2025.