



Park Director

Position Summary

The Park Director oversees the operations, programming, and management of 195 District Park (Park) located in the I-195 Redevelopment District (District). This position is instrumental in achieving the vision for the Park as a high-quality, vibrant, and activated public space. This position reports to the Executive Director.

Responsibilities

- Oversee Park operations, management, and capital improvements. Work with stakeholders and partners on projects related to the Park and other infrastructure projects in and around the Park.
- Lead community and stakeholder relations, including partnerships with other public agencies.
- Work with Executive Director to develop and implement strategic plans.
- Develop and oversee Park operating budget.
- Manage a team of approximately five Park staff members. Supervise, train, and develop one full-time direct report, Programming Manager.
- Oversee Park maintenance and landscaping. Manage Park maintenance contractors and coordinate with adjacent landowners, as needed.
- Lead hiring and management of park vendors, contractors, and consultants. Develop solicitations, conduct outreach, and negotiate contracts. Work with Director of Operations to ensure contract compliance and compliance with state procurement laws. Proactively manage contractors and associated budgets, timelines, and deliverables.
- Oversee event requests, permitting and compliance, including contract negotiation, schedules, and coordination with other regulatory agencies.
- Proactively facilitate Park programming, earned revenue opportunities, and sponsorship opportunities.
- Maintain a robust annual Park calendar that will attract a diverse audience and is aligned with the Park strategic plan.
- Oversee Park communications, including website updates and event calendar, newsletters, and social media accounts.
- Maintain knowledge of current best practices in public space management and implement as applicable to Park.

- Perform other related duties, as assigned by Executive Director.

Key Competencies

- Track record of operating, activating, and sustaining public spaces.
- Ability to implement program goals, objectives, policies, and procedures
- Strong time management, communication, and coordination skills among various audiences, including community members, vendors, and contractors
- Fiscal management and budget administration
- Resourceful team player, yet able to work effectively independently
- Entrepreneurial self-starter willing to generate and execute new ideas to achieve the vision for the Park
- An interest in open spaces, placemaking, and urban redevelopment

Professional Qualifications

- Bachelor's degree with five (5) to ten (10) years' experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat, and Outlook.

Salary Range: \$100,000 - \$150,000

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