

February 26, 2008



Dear Applicant:

The Mount Holly Community Development Foundation is seeking a full time Executive Director. We are located in Gaston County, 20 minutes west of Charlotte, NC, on the Catawba River and Mountain Island Lake

Our organization is a 501 (c)(3) charity. We began in 2003 and currently have over 100 members. Our five committees are staffed entirely by volunteers and they have accomplished major goals in our community. Our vision is to bring economic development, downtown revitalization, and improved quality of life to our city.

Projects that have been approved for 2008 include: continuing to offer façade grants for small business in our core downtown; fostering the concept of a "River District" which will reach across the river and include developments in Mecklenburg County, and encourage development based on green technology; break ground for an 11 mile greenway along the Catawba River, which has been approved by our City Council, and engage in attracting people into our downtown through the events and arts committee.

Our Foundation reaches out regionally to partner with other communities, businesses, and non-profits. We maintain an excellent relationship with our City Council and staff, so applicants should have strong communication skills and enjoy working with a variety of people.

A job description is attached. All qualified applicants are encouraged to reply to:

Application
Mount Holly Community Development Foundation
PO Box 93
Mount Holly, NC 28120

Questions may be directed to Ann Danzi 704- 820-0891. Submission should be received by May 31, 2008. We anticipate starting work by August 1, 2008.

Thank you for giving this your consideration.

Executive Committee

Jonathan Barnard
Chair

Wendy Foster
Chair Elect

Carlton Broome
Secretary

Donna Ledoux
Treasurer

Ann Danzi
Past Chair

Board of Directors

Julia Benfield

Leigh Brinkley

Edna Chirico

Pat Hubbard

Michael Legendre

Joel Lineberger

John Linster

Gloria Mack

Henry Massey

Xavier Miranda

Hal Neely

Robert Sutfenfield

Administrative Staff

Meg Barnard

PO Box 93
Mount Holly, NC 28120

(704)209-9155



EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director is the Chief Executive Officer of Mount Holly Community Development Foundation (MHCDF), a non-profit organization based in Mount Holly, NC. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. This is a full-time senior staff position.

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Specific Responsibilities to the Board:

1. Promote the MHCDF in Mount Holly and through out the region, with the objective to increase membership, sponsors and community support.
2. Provide leadership in developing programs and carry out plans and policies authorized by the Board.
3. Promote participation in all areas of the organization's work and provide support for the Committee Chairs.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations, and the By Laws and Operational Guidelines of the organization
5. Attend and participate in monthly Board and Executive Committee Meetings.
6. Supervise, direct and manage the staff at MHCDF.
7. The Executive Director will report to the Board of Directors, and specifically to the Executive Committee.

In marketing and communication, the Executive Director will:

1. Develop plans and implement strategies for marketing and communication.
2. Publicize the activities of the organization, its programs and goals. This will include the annual report book for the annual meeting.
3. Assist in fundraising and membership drives
4. Establish sound working relationships with the media, Mount Holly City Council, City Manager, business owners and other appropriate agencies/associations

In budget and finance, the Executive Director will:

1. Write, or supervise the writing of, grants and other applications for the financial support of MHCDF.
2. Work with Treasurer, the Committee Chairs and the Board in preparing a budget, and see that the organization operates within the budget guidelines.
3. Ensure all financial filings are completed and work with the tax accountant.

Oversight. .

1. The Board of Directors (or its Executive Committee) shall annually evaluate the Executive Director's performance of his/her duties.

SKILLS and QUALIFICATIONS:

- Knowledge of and/or experience with professional associations and/or other nonprofit organizations;
- Demonstrated leadership skills;
- Bachelor's Degree from an accredited 4-yr college or university; or equivalent experience
- Demonstrated experience in marketing and communications to include print media, press releases, and developing marketing materials and brochures.
- Experience with fundraising and grant writing.
- Organizational skills, including planning, and decision making with demonstrated attention to detail;
- Ability to efficiently schedule time and activities and develop processes that monitor progress and performance for the Foundation.
- Energetic self-starter with excellent interpersonal skills and the ability to take the initiative while working in a team environment
- Excellent oral and written communication skills;
- Demonstrated computer skills, including Word, Excel, database management and publishing software; internet and email.
- Flexibility to travel if required by Board of Directors;
- Bondable; background check and references will be required.

Salary: Is commensurate with experience and background.

The Mount Holly Community Development Foundation is an equal opportunity employer.