

NEW YORK PLANNING FEDERATION
EXECUTIVE DIRECTOR POSITION

The New York Planning Federation (NYPF) is seeking a part-time Executive Director who will be responsible for the overall leadership and management of a membership based, non-profit, educational organization with offices located in Albany, New York. Duties include but are not limited to the financial oversight of all programs, products and newsletters including training and technical publications. Responsibilities include: coordinating session development and supervision of the annual NYPF conference and meeting; production and distribution of the "Planning News" newsletter of the NYPF; representation of the NYPF at public and private events; maintaining a working knowledge of significant developments and trends in land use planning, zoning laws, code enforcement and environmental policy in New York State; and responsibility for the recruitment, employment, promotion and release of all personnel.

The position is approximately 20 hours per week and the salary is commensurate with experience. The ideal candidate will have a Master Degree in City/Regional Planning and possess AICP certification; with minimum ten (10) years of municipal or private planning experience or not for profit experience; and involvement with planning and/or zba boards.

For a more detailed job description, please look at the detailed job description at www.nypf.org. Interested applicants may send their resume and two references to JBreselor@nypf.org. Resumes will be accepted until November 15, 2015.

EXHIBIT A
NEW YORK PLANNING FEDERATION
EXECUTIVE DIRECTOR
EMPLOYMENT AGREEMENT

Duties

The Executive Director is the chief executive officer of the New York Planning Federation (NYPF). Specific and essential duties include, but are not limited to the following:

1. The financial oversight of all programs and products including training, technical assistance and publications.
2. Supervision of the organization and implementation of regional training workshops, as well as of the organization's annual meeting and training conference.
3. Preparation of a draft NYPF annual operating budget for presentation to the Board.
4. Management of accounts payable and receivable.
5. Supervision and promotion of the NYPF Annual Conference and Meeting.
6. Supervision of the production and distribution of the periodic newsletter of the NYPF.
7. Administration of membership programs and recruitment, including, but not limited to, technical assistance, publications, training, and the annual conference events.
8. Representation of the NYPF at public, private or NYPF members, events and programs.
9. The recruitment and supervision of all NYPF employees.

Description of Services

The Executive Director shall be expected to provide overall administration and program supervision for NYPF Staff under the direction of the Board. That leadership, with assistance from the NYPF Staff will consist of oversight of all NYPF administrative and membership programs. Additional work may be defined by mutual agreement of the Board and the Executive Director.

In general, the Executive Director will provide leadership in the following areas of service:

1. Program development and administration. The Executive Director will:
 - a. Assure that the organization has a long-range strategy that achieves its' mission, in a consistent and timely manner.
 - b. Provide leadership in developing program, organizational and financial plans with the Board and staff, and carry out plans and policies authorized by the Board.
 - c. Promote active participation by responsible volunteers in appropriate aspects of the organization's work.
 - d. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
 - e. Maintain a working knowledge of significant developments and trends in land use planning, zoning laws, code enforcement and environmental policy and New York State.
2. Communications. The Executive Director will:
 - a. See that the Board is kept fully informed on the condition of the organization and all important factors influencing it.
 - b. Publicize the activities of the organization, its program and goals.

- c. Be the “primary ambassador” of the NYPF, representing membership at public and private programs and as a member of other organizations and committees. The Executive Director must establish sound working relationships and cooperative agreements with the groups and organizations that constitute the “land use community”
 - d. Represent the programs and point of view of the organization to agencies, organizations, the membership and the general public.
3. Employee Relations. The Executive Director will:
- a. Be responsible for the recruitment employment, promotion and release of personnel.
 - b. Ensure that job descriptions (if any) are kept up to date, that regular performance evaluations are held and that sound human resource practices are in place.
 - c. See that an effective team atmosphere, with due regard for individual employee strengths and weaknesses, as well as appropriate provisions for succession, are in place.
 - d. Encourage staff development and education, and assist program staff in relating their specialized work to the total program of the organization.
 - e. Maintain a working environment that attracts, keeps, and motivates staff.
4. Budget and Finance. The Executive Director will:
- a. Be responsible for developing and maintaining sound financial practices.
 - b. Work with the NYPF Staff and key committees in preparing the annual budget and see that the organization operates within the adopted budget guidelines.
 - c. Ensure that adequate funds are available to permit the organization to carry out its work.
 - d. Jointly, with the President of the Board, conduct official correspondence of the organization and jointly, with designated officers, execute legal documents.
 - e. Provide quarterly reports on the budget and financial status of the organization at the Board’s meetings.

Time Commitment

The executive Director’s time commitment on a weekly basis is expected to be 20 hours per week, depending upon meeting schedules, level of on-going development, and any special projects underway at that time.