



The Pittsburgh Community Reinvestment Group

EXECUTIVE DIRECTOR

BACKGROUND

The Pittsburgh Community Reinvestment Group (PCRG) is a 501 c3 non-profit organization consisting of community-based organizations representing low- and moderate income (LMI) neighborhoods throughout Allegheny County. PCRG works towards economic justice, equitable investment practices and sufficient financial resources to revitalize communities throughout Allegheny County. Organized to help foster the Community Reinvestment Act (CRA), a federal law requiring all financial institutions that receive a charter and deposit insurance from the federal government to ascertain and meet the credit needs of all communities from which they take deposits, PCRG works to improve investment opportunities in low- and moderate-income communities in accordance with sound banking practices and responsible public policy.

Since 1988, PCRG has worked with Pittsburgh's major lending institutions and public agencies to develop innovative reinvestment programs targeted to Pittsburgh's low- and moderate-income neighborhoods.

POSITION OVERVIEW:

The Executive Director serves as the chief administrative officer of PCRG and oversees all phases of operations and personnel with the objective of promoting neighborhood reinvestments by financial institutions and others. The Executive Director is responsible for managing the business of the corporation consistent with the policies of the board of directors, reports to the PCRG Board of Directors, and is subject to an annual performance evaluation by the Board.

MANAGEMENT RESPONSIBILITIES:

- Provides sufficient and timely information to the Board and its committees to enable them to effectively discharge their duties.
- Negotiates and manages contracts with vendors, banks, funders, and other government and service organizations.
- Responsible for keeping accurate corporate records concerning PCRG's operation and activities.
- Represents PCRG and provides liaison between the banks, government, political, service, and neighborhood organizations.
- Serves as PCRG's spokesperson; responds to media inquiries; responsible for the development and implementation of a proactive public relations plan to promote PCRG's objectives.
- Ensures the timely implementation of PCRG programs and appropriate performance of PCRG's goals and objectives.

RESOURCE DEVELOPMENT RESPONSIBILITIES

- Prepares proposals for funding.
- Monitors annual fund-raising progress.
- Makes personal calls with board members to solicit participation and funds.
- Works with the Board and its committees to develop an appropriate image through publicity and public relations.
- Oversees development of publicity materials.
- Responsible for maintaining and developing organizational relationships and PCRG partnerships.
- Responsible for maintaining good working relationships with public officials, political leaders, and institutional heads.

FINANCIAL MANAGEMENT

- Ensures that all funds are used for designated purposes.
- Ensures accurate accounting of all funds and reviews all invoices.
- Requisitions, and deposits, ledgers for all accounts and reconciliation of all checking and savings account statements in each fund.
- Assists auditors with annual audit.
- Ensures compliance with all applicable laws and regulations.
- Ensures timely compliance with all funder and contract requirements.

PERSONNEL MANAGEMENT

- Responsible for hiring, supervising, and terminating (if necessary) all staff.
- Develops programs or utilizes outside resources to appropriately train all employees for their present job or advanced positions in PCRG.
- Administers, reviews, and recommends changes in the Health and Welfare plans for employees.
- Responsible for maintaining all personnel records and files pertaining to policy, salary contracts and benefits information.

KNOWLEDGE, SKILLS AND ABILITIES

- A minimum of 10 years experience in managing a non-profit corporation or other related entity in community development or banking.
- College degree required. Advanced degree preferred.
- Five years experience managing staff.
- Knowledge of federal, state and local government programs relating to community development.
- Knowledge of banking practices, products and consumer services.
- Experience in leveraging involvement of public agencies in support of a non-profit mission.
- Strong community leadership skills, and understanding of and sensitivity to development issues in the communities and surrounding areas.
- Strong financial management expertise.
- Proficient at developing presentations, reports, grant proposals, and marketing collaterals.
- Sensitivity in dealing with minority issues and proven ability working with diverse communities and neighborhood organization.
- Relates and compares data from different sources, identifies issues, secures relevant information and identifies relationships.
- Excellent oral, written and interpersonal skills.
- Proficient computer skills in Microsoft Office.

BENEFITS

- PCRG offers a competitive salary based on education and experience, a generous benefits package including family medical/dental/vision insurance, disability and life insurance and a 401(k) plan

Submit letters of interest including salary requirement and resume to careers@pcrg.org.