

perennial

community workshop + store

www.perennialstl.org

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Job Posting

Full Time Position: Executive Director

Reports to: Board of Directors

Position Summary:

Perennial's Founder, who has served as Executive Director for the past eight years, is transitioning into a new role as the organization's Creative Principal. Perennial seeks a new Executive Director who is passionate about making sustainability accessible to all through arts-based education. Through their collaborative work with staff, board, stakeholders, and partners, Perennial's Executive Director leads the organization in meeting short and long-term strategic goals. This position oversees all organization operations, sustaining current models and bringing new ideas to fundraising, budget development, staff management, and resource needs and allocations. Fostering an inclusive community at Perennial's St. Louis workshop space, the Executive Director leverages the organizations strengths to continually grow Perennial's environmental and cultural impact in St. Louis and beyond.

Overview of Perennial:

A 501(c)3 social enterprise, Perennial is a community workshop and store in St. Louis, MO that offers educational programming in creative reuse to diverse populations and sells handmade DIY kits and eco-friendly project supplies. Perennial's mission is to build a creative culture of sustainability in which discarded items are transformed in to valued and cherished resources.

Founded in 2011, the concept for Perennial developed from the work of community artist and educator Jenny Murphy after creating numerous projects and programs leading diverse populations through the process of creative reuse. With the help of a passionate grassroots board, Perennial was established as a resource for the St. Louis community to discover ways to reuse objects, reduce waste, and live a sustainable and self-sufficient lifestyle through the power of their personal creativity.

Perennial's programs and impact continues to grow each year. Over the last three years, Perennial has seen a 283% increase in overall program participation, engaging 2,471 people in 2016 and over 9,476 people in 2018 while developing and maintaining partnerships with a wide variety of groups, non-profits, and business throughout the St. Louis community.

Primary Duties and Responsibilities:

Leadership and Vision

- Serve as a spokesperson for the organization motivating and encouraging others to champion our mission
- Be an active, present, and engaged leader enthusiastically participating in the organization's programs, events, and operations to stay connected with Perennial's mission and build stronger relationships with stakeholders
- Oversee the implementation of the organization's current strategic plan including implementation, progress reporting, and course-correction

- Develop future strategic plans alongside staff, board, and key stakeholders
- Create and ensure a supportive organizational culture by fostering teamwork, delegating responsibilities, and building leadership skills throughout the organization

Community Partnerships and Engagement

- Maintain and grow mutually beneficial partnerships and collaborations with businesses, non-profits, community groups, volunteers, and more
- Develop a workshop environment that is inclusive and accessible prioritizing the engagement of diverse audiences in creative reuse
- Foster connections with businesses and residents in the neighborhoods immediately surrounding Perennial to better serve our neighbors and make a deeper impact where we operate

Fundraising and Donor Development

- Maintain annual calendar for grant funding -- researching opportunities, building relationships, and securing funding to meet organizational budget goals
- Develop a comprehensive fundraising program for individual giving to include annual gifts, major gifts, multi-year gifts, and donor stewardship
- Supervise membership program and membership solicitation
- Plan annual fundraisers including securing sponsorship, leading committee, and planning and executing event details

Financial Management and Oversight

- In collaboration with staff and Board, oversee all financial activities including budget preparation and administration, the preparation of financial statements, the use of sound accounting procedures, and the responsible and transparent stewardship of organizational funds
- Ensure risk management systems are in place and the organization is in compliance with all federal, state and local laws.
- Work with Board of Directors and staff to secure adequate funding for the operation of the organization
- Ensure all functions and departments operate within the approved annual budget and maximize resource utilization

Human Resources

- Establish and maintain an positive and inclusive work environment where staff feel supported in their work and encouraged to grow in their roles and exceed expectations
- Work with board and staff to determine staff growth and changes necessary to meet organizational goals
- Ensure that policies, expectations, and benefits are in place for staff to thrive as employees at Perennial and individuals in the community
- Conduct annual staff reviews and monitor ongoing staff performance, intervening, as appropriate, when issues arise

Operations and Administration

- Oversee effective operation and staffing of Perennial's public, outreach, and private programs, and retail store
- Provide customer service and champion the Perennial guest experience fostering an environment where everyone feels welcome and respected

- Oversee the planning and implementation of special projects and improvements to Perennial's workshop building
- Maintain and continue to develop protocols, building improvements, and relationships with our neighbors to ensure guests feel safe and comfortable at the workshop
- Assist with infrequent emergency situations during and after working hours; be available to work after hours and weekends, as needed

Candidate's Profile:

Perennial seeks an Executive Director with strong leadership skills and a record of success managing people, programs, and projects in non-profit, government, or private sectors.

We are looking for a candidate with several, if not all, of the following skills and attributes:

- Sincere and enthusiastic passion for Perennial's mission and ability to embrace the values and spirit of the organization
- Ability to problem-solve and engage the entire team in the process of developing creative solutions
- Successful experience in building relationships with a broad spectrum of people with diverse backgrounds and experiences
- Ability to multi-task and shift between projects and departments while achieving daily, weekly, monthly, and long-term tasks and goals
- Strong communication, facilitation, and consensus-building skills
- Comfort working in and fostering an alternative and creative office environment where pets are welcome, birthdays are celebrated, and workspace is communal
- Demonstrated ability to develop and maintain systems for fundraising including major gift solicitation, corporate and foundation support, and membership programs
- Ability to use computers and other technology and assist staff with technology comprehension as needed
- Strong hands-on budget development and management skills paired with a familiarity with non-profit accounting practices
- Transparent, collaborative, and high integrity leadership

Compensation:

Salary Range:

\$38,000 - \$50,000

Benefits:

Monthly stipend provided in addition to salary for health insurance and cell phone. Eligible for 10 days of paid time off in addition to 12 annual observed federal holidays and 10 days of "Creative Holiday" in which Perennial's entire organization is closed for 5 days in the summer and 5 days in the winter.

To Apply:

Please email your cover letter, resume, and list of references to info@perennialstl.org using "Executive Director" in the subject line.