

JOB DESCRIPTION

POSITION: Executive Director, Hill House Economic Development Corporation

LOCATION: Pittsburgh, PA

DESCRIPTION OF ORGANIZATION:

The Hill House Economic Development Corporation (HHEDC), formerly the Hill House Housing Development Corporation has had a relationship with the Hill House Association since 1970. Currently, HHEDC is an independent 501c3 organization that is affiliated with the Hill House Association.

HHEDC expanded its focus from housing to economic development in 2005 to have broader impact on urban growth. HHEDC now promotes business and residential development in the Hill District and surrounding communities helping re-landscape these urban settings as places of growth and possibility.

SUMMARY:

The Executive Director will lead the organization in creating, promoting and spurring successful social entrepreneurial ventures, business and commercial and residential development within the Hill District community. The Executive Director will also help HHEDC initiate and support initiatives that will help the Hill District community continue on its path to becoming a community known for its economic growth and prosperity. The Executive Director will also be responsible for managing HHEDC's portfolio of social entrepreneurial investments. The Executive Director will be responsible for finding and implementing creative strategies that will enable the organization to build its capacity so that it can continue to successfully fulfill its social entrepreneurial mission.

The person hired for this position should have an entrepreneurial spirit, management experience in a business environment, and knowledge of economic development and public policy in urban areas.

RESPONSIBILITIES INCLUDE:

- Supervision of staff in the delivery of economic development services.
- Overseeing business development activities.
- Development of personnel policies and procedures, and administration.

REQUIREMENTS INCLUDE:

- BS/BA degree in Business Administration, Finance, Economics or a related field.
- Experience as an Entrepreneur, MBA degree or a Master's in Finance is preferred
- 8 years overall work experience with preferably 3-5 years in economic development and/or providing services to diverse communities.
- 3 years management experience.
- Experience in working with budgets is preferred.
- Must have excellent verbal and written communication skills, and excellent interpersonal skills.

For more information on this position, contact Debbie Parker, Sr. Executive Search Consultant at (412) 727-2189, 412-216-7033 or email your resume with cover to debbeap@aol.com