



**EXECUTIVE DIRECTOR – PART-TIME**  
**Mt. Lebanon Partnership**  
**Pittsburgh, PA**

**BACKGROUND AND VISION**

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The Mt. Lebanon Partnership is a 501(c)(3) nonprofit organization founded in 1999 to ensure that Mt. Lebanon’s business districts remain vibrant destinations that serve the community in a multitude of ways. The Partnership works on a variety of projects that affect the physical streetscape of the main business districts as well as organizing events, large and small, to bring residents and non-residents into our business districts.

The Partnership works in a cooperative relationship with Mt. Lebanon municipality to achieve mutually beneficial objectives with a focus on its nationally recognized Main Street America accreditation for the Uptown Mt. Lebanon commercial district. These objectives are organized around the Main Street Four-Point Approach®, a unique economic development tool that is the foundation for local initiatives to revitalize their districts by leveraging local assets, from cultural or architectural heritage to local enterprises and community pride. The four points of the Main Street approach, **Design, Organization, Promotion, and Economic Restructuring**, work together to build a sustainable and complete community revitalization effort.

The Mt. Lebanon Partnership is committed to diversity, equity, and inclusion. We recognize that accessible, equitable, inclusive practices benefit the community in a multitude of ways, and we strive to work collaboratively with the municipality and local businesses to ensure an accessible and inclusive environment, contributing to an engaged community and a sense of vitality.

For more information, please visit: <https://mtlebopartnership.org/>

**BOARD INFORMATION**

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The Mt. Lebanon Partnership is currently composed of 18 volunteer board members including two Mt. Lebanon commissioners. Their work is supported by Mt. Lebanon’s Commercial Districts Manager as liaison, and several contractors: Manager, Artists’ Market event, Manager, Uptown Market/Winter Markets, an accountant, and a social media coordinator. The Partnership board members are community minded individuals with a passion for downtown revitalization. They are small business owners, professionals, community stakeholders and residents.

The Partnership is funded through a blend of grant assistance and fundraising events. All proceeds go back into achieving the organization’s Main Street goals. Projects are developed and prioritized around the Four-Point Main Street approach. Once identified, they are discussed at the committee level and brought to the full Board for final adoption into an annual workplan. The annual workplan serves guides Partnership activities.

**POSITION OVERVIEW**

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The new part-time Executive Director will be talented and organized, facilitating and amplifying the work of the Mt. Lebanon Partnership in support of its vision:

*The Mt. Lebanon Partnership makes Uptown Mt. Lebanon’s community-serving, best-in-class business district a regional destination.*

In this newly created part time flexible contract position (approximately 20 hours per month), the Executive Director will provide organizational and administrative support for the Partnership working in tandem with a dedicated Board. The position will provide management and governance support while coordinating and helping to guide the execution of the annual workplan, including assisting with planning and logistics for events, supporting a revenue strategy, and engaging in special projects.

The Executive Director will report to the President of the Partnership's Board and be primarily responsible for the following:

### **Management**

- Collaborates with the Board to execute the annual workplan, including coordinating with Board members, Committees, volunteers, and contractors and executing Uptown business/property owner engagement activities.
- Maintains all Partnership documents in a shared drive including meeting materials, minutes, by-laws, nonprofit status information, policies and procedures, Board insurance policies, grant and contract administration, and Board roster.
- Develops and manages Partnership events calendar.
- Assists in identifying and submitting grant opportunities, coordinating the execution of sponsorships, and fulfilling sponsor benefits.

### **Partnerships and Community Relations**

- Works to identify, establish, and maintain strategic linkages with businesses and partner organizations.
- Collaborates with the Board to identify and manage the Partnership's relationships with the business community, partner organizations, and the Municipality to achieve desired outcomes including regular communication with the Municipality's economic Development Manager.

### **Program and Policy Support**

- Provides Board and Committees with the tools, guidance and resources needed to develop new, creative, value-added programs, benefits, and services for the Uptown commercial district.
- Assists the Board in the development of policy, as needed, and supports the execution of policies adopted by the Board.

### **Board Relations and Governance**

- Coordinates Board meetings including preparing agenda and collecting meeting materials in conjunction with Board President.
- Attends Board meetings, Partnership-sponsored events, and Committee meetings as necessary.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

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The Partnership seeks an Executive Director who is passionate and knowledgeable about business districts and community development with an eye on the future of the Uptown commercial district and Mt. Lebanon community. All candidates should have proven leadership, organizational, relationship management, and customer service experience, as well as possess a combination of the following skills and attributes:

- Educational background that is relevant to the work expected.

- At least five years of progressively responsible experience in leadership and management, particularly in community or economic development or related fields, desired.
- Familiarity with placemaking and Main Street principles preferred.
- Past success working collaboratively with partners, including but not limited to corporate and business leaders, like-minded organizational partners, and a Board of Directors.
- Demonstrated success in creating and promoting a diverse, inclusive, and respectful environment with a working style that is transparent, encouraging, and collaborative.
- Strong interpersonal skills including strong verbal and non-verbal communication.
- Familiarity with Mt. Lebanon’s business leaders, community leaders, government officials and political representatives strongly desired.

## PERFORMANCE OBJECTIVES

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In the near term, the Executive Director will be expected to complete following in the first six-months:

- Meet individually with Board members, the municipal liaison, and contracted support professionals to learn and understand the vision and annual workplan of the Mt. Lebanon Partnership.
- Collaborate with Board and Committee leads to execute the workplan and upcoming events and programs.

## COMPENSATION

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This part-time contract position offers a competitive salary of \$1,000 per month with an expectation of averaging approximately 20 hours per month, commensurate with previous experience and demonstrated skills.

## HOW TO APPLY

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Please submit your resume and position-specific cover letter to Mt. Lebanon Partnership president John Bendel at [bendelj10@gmail.com](mailto:bendelj10@gmail.com).

**SUBMISSIONS ACCEPTED THROUGH MARCH 31 OR UNTIL POSITION IS FILLED.**

*The Mt. Lebanon Partnership is an equal opportunity employer.*