



Executive Director

The Friends of Kenilworth Aquatic Gardens (FoKAG) Executive Director (ED) will have a unique opportunity to grow a transformative organization that enhances and supports Kenilworth Aquatic Gardens for the benefit of local residents and visitors for generations to come. The ED is responsible for organizational management, coordination with the National Park Service, building and strengthening community connections, and various other responsibilities related to project and program implementation, partnership building, and activity development. Key attributes include strong partnership, communication, and relationship-building skills; an entrepreneurial approach to leadership; and the flexibility, patience, and confidence to work with competing interests and across jurisdictions. An ideal candidate can work within local racial and cultural contexts to uplift new possibilities and enhance accessibility for the park, local communities, and the region.

The ED reports to the Board of Directors and has overall strategic and operational responsibility for Friends of Kenilworth Aquatic Gardens' staff, programs, and expansion and execution of its mission. The ED will initially need to develop deep knowledge of core programs, operations, and annual work plans.

Currently, this is a hybrid position, with two days a week in the office in downtown Washington DC. Some night and weekend work is expected, including events hosted at Kenilworth Aquatic Gardens.

Friends of Kenilworth Aquatic Gardens offers a competitive benefits package, including health and dental care, paid time off, paid holidays, paid sick leave, flexible work arrangements and developmental opportunities.

Compensation Package: \$80,000-\$105,000

Responsibilities:

Leadership, Strategy & Management:

- Develop, maintain, and support a strong Board of Directors; serve as ex-officio on committees; seek and build board involvement with policy, community engagement, fundraising and strategic direction for ongoing operations.
- Supervise (recruit, hire, train, evaluate) the Volunteer & Program Manager and Development & Marketing Manager (and/or interns) to ensure ongoing local programmatic excellence, rigorous program evaluation and communications.
- Ensure effective systems to track impact and progress are in place. Regularly evaluate program components to measure successes that can be effectively communicated to the board, funders, partners, and other constituents.



- Manage an approximately \$400,000-\$500,000 annual budget.
- Provide consistent oversight of finance and administration with the Board Treasurer, including managing the bookkeeper and facilitating annual audits.
- Oversee operations, including facilities, staffing, human resources, legal, accounting, and technology.

Fundraising & Communications:

- Plan and lead implementation of annual fundraising plans aligned with organizational goals to meet resource needs, leveraging staff and board talents.
- Oversee the development of a diverse funding base and sustainable outreach strategies, including earned revenue, public funds, foundation grants, corporate support, and individual contributions.
- Work closely with the national network of park support organizations to enhance FoKAG strategies and impact and raise the visibility of Kenilworth Aquatic Gardens.
- Deepen and refine all aspects of communications, from web presence to external relations, with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

Partnerships, Programs, & Projects

- Oversee the development, implementation, promotion and evaluation of programs, partnerships and events.
- Work jointly with NPS to establish project and program priorities, strategies for effective execution, and annual work plans and collaboration processes.
- Collaborate with other government, business, and nonprofit partners to identify and deliver high-quality projects and programs within the priorities jointly established with NPS; projects may include infrastructure and landscape rehabilitation, park access and safety, community and family engagement, youth education, and workforce and volunteer development.
- Ensure all required Park agreements are up to date, including our Park Philanthropic Agreement, Annual Workplan and Donor Recognition Policy.

Qualifications

The ED will be thoroughly committed to Friends of Kenilworth Aquatic Gardens' mission. All candidates must have proven leadership, coaching, and relationship management experience; ties with the District of Columbia's Ward 7 community and an understanding of and experience with the National Park Service are desired.

Specific requirements include:



Friends of Kenilworth
AQUATIC GARDENS

- At least five years of senior management experience; track record of fundraising to meet needs; effectively leading a performance-and outcomes-based organization and staff; ability to point to specific examples of developing and operationalizing strategies that have taken an organization to the next stage of growth. Advanced degree preferred but not required.
- Unwavering commitment to quality programs, intentional community engagement and data-driven program evaluation.
- Strong fundraising skills, including successful grant writing and grant management experience.
- Excellence in organizational management with the ability to coach, manage, develop and retain high-performing staff, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing and new board member relationships.
- Effective marketing and public relations experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Interested candidates should submit their resume and cover letter to careers@fokag.org

This position is open for applications on a rolling basis. For questions about this announcement, please contact careers@fokag.org.