



POSITION ANNOUNCEMENT

Executive Director

Posting Date: **May 12th, 2023**

Harbor Community Benefits Foundation (HCBF), a 501 (c) (3) non-profit, seeks an Executive Director (ED) to help lead an expansion of funding initiatives, environmental justice efforts, and mitigation opportunities.

Located in San Pedro CA since 2011, HCBF has successfully managed the independent research, grantmaking, and administration of over 144 grants among 75 community-oriented organizations. Through HCBF, over \$8 million has been invested in the Harbor communities of Wilmington and San Pedro to mitigate environmental impacts and improve quality of life. As the scope of potential funding opportunities increases, HCBF seeks an Executive Director to help increase continued funding, to oversee administrative and liaison efforts with government, industry, other non-profits and grantees, and to direct HCBF's continuing performance as a leader in environmental mitigation and community engagement.

The ED will maintain relationships with current funders and stakeholders and cultivate new relationships for funding and grant opportunities leveraging HCBF's performance record, current funding, and established resources and network. The ED will administer grant programs, requests for proposals, funding announcements, project proposals, and grant evaluations and awards. Duties will include overseeing daily operations and annual budgets, management and effective application of consultants, and development and presentation of periodic reports as may be required by the Port of Los Angeles and/or other agencies.

Salary (ca. \$85-110K) negotiable based on work and fundraising experience. A hybrid work schedule that includes at-home and at-office working hours in addition to paid vacation/sick time are attributes of the position.

Job Qualifications include bachelor's degree or 10 years' relevant professional experience; experience identifying and cultivating donors/new financial resources; excellent written, verbal, and interpersonal skills; public speaking experience; 3-5 years' experience in a supervisory role; experience managing grant programs; familiarity with budget administration; ability to be physically present two days per week in the San Pedro Bay area. Desirable qualifications include Spanish proficiency, experience running a non-profit, finance skills, an advanced degree in a relevant field, experience working in the communities of Wilmington or San Pedro or similar seaport-adjacent communities.

Qualified individuals should submit a cover letter containing personal introduction, examples of prior fundraising campaign success, salary requirements, and employment availability as well as a current resume with dates of employment.

All applications and attachments MUST be posted electronically via Submittable. Please visit hcbf.submittable.com and select "Executive Director Search."

Additional questions should be addressed to: info@hcbf.org

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