

Job Title – Executive Director - Vision Together 2025 (VT25)

Job Summary

Vision Together 2025 is a nonprofit, collaborative organization bringing community resources and residents together for the renewal and growth of Greater Johnstown.

A comprehensive strategy has been developed for the greater Johnstown community. The approach began as a grassroots initiative in 2015 and has gained momentum over the years. It has evolved into a mission-driven organization that continues to focus on grassroots initiatives while advancing overarching priority goals and high-impact projects.

The position is based in Johnstown and entails periodic travel to Washington, Pittsburgh, Harrisburg, and other locations to execute strategy, develop partnerships, and meet with prospective investors and grantors. The selected candidate will be expected to reside in the greater Johnstown region.

Responsibilities and Duties

The core responsibilities of the Executive Director span seven broad areas of executive leadership briefly highlighted below:

- **Supporting the VT25 Board of Directors**—support the effective functioning of the Board which will meet at least quarterly to review implementation progress, prioritize investments, address opportunities, and consider new initiatives.
- **Implementing the Capital Improvement Program**—a Capital Improvement Program includes the maintenance of a Capital Improvements Inventory and the regular updating of a listing of Catalyst (priority) projects used for seeking funding and investments from government agencies, foundations, the private sector, and others.
- **Overseeing and Supporting Priority Goal Leaders/Committees and Capture Teams**—Each of the priority goals is being advanced by a committee with a leader as well as capture teams that meet that priority goal. The well-functioning and sustainability of the structure and process are key to the success of the initiative. The Executive Director is a key interface for ensuring the steady progress of each team. While functioning somewhat autonomously, the Executive Director is expected to be a valued resource for the Priority Goal Leaders/Committees/Capture Teams.
- **Cultivating Partnerships and Strategic Alliances**—the Executive Director will work with others to explore and develop various partnerships and strategic alliances that advance the priority goals. Such collaborations will be within the region and beyond. These collaborations will also span public and private sectors as well as foundations, non-profits, educational institutions, and faith-based organizations. Building relationships is the primary responsibility of the Executive Director.
- **Promoting Greater Johnstown**—The Johnstown region has an exciting and promising story to tell especially at this time of change when many companies, younger workers, and others are looking for the kind of lifestyle that the city and the region offer. The Executive Director will function alone and in groups as an Ambassador for Johnstown. Promotion will

occur at many levels in many ways including developing these capabilities among local businesses, employees, and others.

- **Fostering and Facilitating Culture Change**—underlying Johnstown’s redevelopment strategy is a recognition that its implementation follows a change model that emphasizes collaboration, problem-solving, innovation, and entrepreneurship to an unusually high degree. This entails a fundamentally new way of getting things accomplished. A culture change that the Executive Director will work with others to promote and facilitate.
- **Facilitating Leadership Development/Succession Planning**—finally, the utter importance of effective leadership is recognized as a key success factor for the Redevelopment Strategy’s successful implementation. The Executive Director will engage in a range of activities that foster the development of current and future leaders and that help to ensure a strategic approach to succession planning. The Executive Director will assist the Vision Board of Directors to carry out its duties in a highly professional and progressive manner.

In addition, the Executive Director will ensure that a variety of reporting and progress update activities occur along with other regular tasks and functions associated with a well-organized strategy implementation.

Qualifications and Skills

This position requires a broad range of experience and skills for the candidate to be successful, including but not limited to:

- Not-for-profit management and development experience
- Demonstrable problem-solving skills
- Outstanding communication and presentation abilities
- Team building and consensus building
- Ability to work effectively with a leadership body
- Excellent administrative and organizational skills
- Strategic thinking and action

Other essential traits include unwavering character and integrity with humility and service at the core of the successful candidate’s leadership philosophy. Promotion of innovation and reasonable risk-taking are other key traits.

Eight (8) years of relevant experience is required. A Master’s degree in a field such as business or public administration is preferred, but not required. Relevant experience can substitute for a master’s degree.

Please send a cover letter and resume to contact@johnstownvision.com.