



POSITION: Resilience Hub Director (Full-time)

COMPENSATION RANGE: \$75,000 - \$90,000

BENEFITS: PTO; stipend for medical, dental and vision plans; retirement plan

ORGANIZATION DESCRIPTION: The Pine Manor Improvement Association is a private, nonprofit agency that offers services to approximately 3,000 children and families at risk in the Pine Manor area of Fort Myers. We are dedicated to helping families and individuals by offering coordinated services, events and programs that address nutritional needs, job training, family connections and promote safety. We also are committed to building resilience capacity in Lee County in conjunction with Collaboratory, Lee County Public Safety, United Way of Lee, Hendry, and Glades Counties, and the American Red Cross.

POSITION DESCRIPTION: The Resilience Hub Director is tasked with transforming the Pine Manor Improvement Association from a volunteer-run service provider to a leading organization dedicated to increasing community resiliency in the event of a natural or man-made disaster. Specific duties include leadership and management, daily operational oversight, financial management and fundraising, public relations, strategic planning and board of director support.

ESSENTIAL FUNCTIONS: 1. Develop and implement strategies that align and strengthen the organization's goals, including its transition to a regional resilience hub. 2. Oversee the planning, implementation and evaluation of the organization's programs and services. 3. Oversee and participate in fundraising efforts, including grant writing, donor cultivation and fundraising events. 4. Build and maintain relationships with key stakeholders, including donors, community leaders and other nonprofit organizations. 5. Oversee the development and implementation of marketing and communications strategies to enhance Pine Manor's public image and outreach. 6. Lead the organization in the development of long-term strategic plans to ensure growth and sustainability. 7. Assist the board in the development and implementation of governance best practices. 8. Develop and implement policies and procedures to ensure efficient operation. 9. Supervise Resilience Hub Coordinator and Resilience Hub Manager.

Additional Responsibilities • Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders and other constituents. • Excellence in organizational management with the



ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives and manage a budget.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree, with at least 10 years of demonstrated experience, or transferable competencies in, project management, community engagement, writing proposals, excellent customer service and securing funding. 2. Ability to point to specific examples of having developed and implemented strategies that have taken an organization to the next stage of growth. 3. Excellence in organizational management to include the ability to develop and oversee high-performance working groups, set and achieve strategic objectives and manage a budget. 4. Strong marketing, public relations and fundraising experience. 5. Ability to thrive in a fast-paced environment and manage and meet multiple deadlines. 6. Mastery of writing with attention to detail, i.e., grant proposals, reporting, emails and correspondence. 7. Ability to engage a wide range of stakeholders and cultures. 8. Past success working with a Board of Directors. 9. Highly skilled in the utilization and functions of Microsoft Office Products and web platforms. 10. Fluency in Spanish and/or Creole preferred.

GRANT FUNDED POSITION: This position is currently grant funded. The current grant that supports this position expires November 30, 2027. While no assurances can be provided for future funding beyond this initial grant, Pine Manor will make every attempt to sustain this position beyond the term of the initial grant.

AVAILABILITY: Interviewing will start immediately and continue until the positions are filled. Please email a cover letter and resume with a subject line of "Application for Resilience Hub Director" to Stan.Nelson@pmiafm.org. Pine Manor provides equal employment opportunities to all employees and applicants for employment in all job classifications without regard to race, color, religion, age, mental disability, physical disability, medical condition, gender, sexual orientation, genetic information, ancestry, marital status, national origin, veteran status, and other classifications protected by applicable state and local non-discrimination laws.