

## **Friends Center Executive Director**

Friends Center Corporation is seeking an Executive Director responsible for leading and managing the operations, maintenance, and business affairs of Friends Center, located at 1501 Cherry Street, Philadelphia, PA 19102. Friends Center is a Quaker corporation owned in partnership by Central Philadelphia Monthly Meeting, Philadelphia Yearly Meeting and the American Friends Service Committee and is home to over twenty other tenants. The candidate should have experience in an institutional leadership or senior-level administrative position, including staff management, facilities management, financial acuity, and the capacity to work collaboratively. Salary range from \$85,000 to \$95,000. Applications will be accepted starting on July 1, 2014; position to start on December 1, 2014. Send resume to: [searchcommittee@friendscentercorp.org](mailto:searchcommittee@friendscentercorp.org).

### **FRIENDS CENTER CORPORATION**

1501 Cherry Street Philadelphia, PA 19102

*As an expression of the beliefs and testimonies of the Religious Society of Friends (Quakers), Friends Center promotes peace, social equality, and stewardship of the earth, and works to transform the institutions of society to promote equality and justice in Philadelphia and throughout the world through its stewardship of and outreach from the Friends Center campus.*

### **EXECUTIVE DIRECTOR POSITION DESCRIPTION**

**REPORTING RELATIONSHIP:** Friends Center Corporation Board of Directors

**LOCATION:** 1501 Cherry Street, Philadelphia

#### **GENERAL SUMMARY:**

The Executive Director is responsible for leading and managing the operations, maintenance, and business affairs of Friends Center in a manner that supports its mission (see above). Friends Center is a Quaker corporation owned in partnership by Central Philadelphia Monthly Meeting, Philadelphia Yearly Meeting, and the American Friends Service Committee (the "equity partners") and is home to the equity partners and over twenty other tenants (including a day care center) whose missions complement or advance the missions of the partners. The three-building campus includes a LEED platinum certified office building, an 1856 meeting house that is a National Historic Landmark, and conference and event facilities. Friends Center is open seven days a week, evenings during the work week, and provides a variety of services to its tenants, including reception, cleaning, meeting space, audio/visual equipment, mail and package handling, and high-speed internet access.

As an expression of its mission, Friends Center incorporates its commitment to diversity and environmental sustainability in its daily operations and its relationships with its employees, tenants, contractors, and vendors.

#### **RESPONSIBILITIES:**

1. Provide general management and oversight of the day-to-day operations, security and business functions of the Corporation, its multi-structure building complex, and its office, building and maintenance staff, including outside contractors. Maintain an environment where the physical concentration of Quaker and like-minded groups may form a community that furthers Friends' beliefs, values, testimonies, principles and practices in the wider world.

## **Executive Director, Friends Center Corporation**

2. Manage and protect the facilities of Friends Center. Ensure that the mechanical, technical, and structural systems and the grounds are properly maintained, on a day-to-day basis and for the long term, and that the operations of Friends Center demonstrate a high level of environmental stewardship.
3. Oversee the business and financial affairs of Friends Center Corporation. Ensure that the business practices of the Corporation are legal, prudent and consistent with its mission. Develop and manage the annual budget, regularly report timely and accurate financial information to the Board of Directors, and ensure that the financial records of Friends Center are maintained according to generally accepted accounting principles.
4. Provide a high level of tenant and customer care at Friends Center through consistent delivery of services, effective tenant relations, and event and project management. Supervise staff.
5. Optimize Friends Center's revenue in a manner consistent with the mission (see above). Manage a marketing and outreach program to maintain a high level of occupancy of office spaces and robust utilization of conference and event facilities. Ensure that Friends Center is recognized as a desirable home for Quaker and like-minded organizations.
6. Work with the Board of Directors, its committees, and the equity partners by fostering collaboration, convening meetings, helping develop the agenda, providing supporting materials, and maintaining records. The Executive Director provides regular reports on the state of Friends Center as well as drawing attention to matters that require the Board's consideration.
7. Serve as Friends Center's representative and agent to external institutions such as banks, government agencies, civic organizations, and the press. Provide public outreach that supports the mission. Ensure that inquiries about Friends Center receive professional and effective responses.
8. Carry out other executive and general management assignments as required by the Board.

### **QUALIFICATIONS:**

1. A minimum of five years of experience in an institutional leadership or senior-level administrative position, including staff management. Demonstrated organizational and managerial skills, with experience in analytic problem-solving, creative thinking, and decision-making.
2. High standards of personal and professional integrity. A positive attitude and friendly demeanor. Ability to practice the principles of the Religious Society of Friends, including non-violence, stewardship of the environment, and the belief in the intrinsic worth of every individual.
3. Experience in facilities management with capacity to oversee complex physical, mechanical and technical systems.
4. Financial knowledge, acuity and accountability. Ability to manage a budget in the range of \$ 1 – 5 million for a nonprofit organization.
5. Capacity to relate collaboratively to multiple constituencies by providing a positive, collegial working environment. Ability to supervise and motivate staff and delegate responsibilities. Commitment to affirmative action and ability to work and communicate sensitively with diverse staff, tenants, and outside groups using the building for events.

## **Executive Director, Friends Center Corporation**

6. Strong business skills. Ability to proactively market and manage rental facilities. Ability to balance needs of staff, tenants, building users, vendors and consultants.
7. Strong interpersonal skills. Demonstrated ability to develop and maintain compatibility and productive relationships with the Board of Directors and its committees.
8. Skill and strength in oral, written, public and internet communications.
9. Must have ability to be present at relatively short notice in emergency situations. Must be able to be on site for occasional evening and weekend events, and available for occasional consultation outside office hours.

**COMPENSATION:** \$85,000 to \$95,000 per year, commensurate with experience. This is a management position and is exempt under the FLSA.

**BENEFITS:** Comprehensive benefit package.

Friends Center is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, ethnicity, age, sex, gender identification, sexual orientation or nature of disability.

**Executive Director, Friends Center Corporation**

FCC Executive Director - Revised: 2/2014