The Interim Reach Director is responsible for the development, execution and management of the policies, programs and initiatives of the Richland Public Facilities District.

Qualifications:
The ideal candidate will have previously served in a senior level management position with proven credentials to complete projects, build relationships, and implement change. The ideal candidate will demonstrate the leadership needed to advance the mission of the RPFD-REACH.

Primary Duties and Responsibilities

- Oversight, coordination and participation in fundraising efforts of the Reach 501c3 and those of the Capital Campaign Steering Committee.
- Management responsibility for all services and activities of the RPFD - REACH.
- Recommendation to and administration of policies and procedures of the Board of Directors.
- Develops an Annual Work Program and Annual Budget for the RPFD – REACH.
- Participates in the development and implementation of goals, objectives, policies and priorities for the organization.
- Develops, in conjunction with the Board of Directors, strategies for enhancing the RPFD - REACH.
- Develops and maintains effective relationships with persons and groups directly or indirectly involved in the planning, maintenance, operations and development of the RPFD - REACH.
- Develops and maintains a close and effective working relationship with Community leaders and other elected and appointed officials of Governmental entities (which includes working with Federal, State, County and Cities) within the surrounding communities, in carrying out the RPFD - REACH contractual funding obligations.
- Coordinates the activities of and assists committee members with implementation of the work plan.
- Serves as the RPFD - REACH primary external contact and spokesperson, including interaction with the media, community associations, and other as necessary and appropriate.
- Hires, supervises, trains, and evaluates staff members, as well as overseeing the work of professional consultants.
- Develops- in conjunction with the President of the Board of Directors- the agenda for the Board meetings; attends and reports to the Board at its meetings and distributes information as requested.
- Prepares a variety of special reports as requested by members of the Board
- Understands the role of technology in information exchange and will work to ensure the RPFD - REACH employs the contemporary and innovative methods needed to reach multiple demographic groups.
- Indentifies new initiatives and partnerships to grow the RPFD - REACH membership and revenue.
- Oversees and coordinates grant writing and community/corporate sponsorships

Necessary Skills and Expertise

- The leadership ability to complete a project with available funds that meet agreed-upon specifications
- An experienced business-person who will evaluate current expenditures and suggest and implement measures to bring expenses in line with available revenue
- A person with an excellent regional reputation for building partnerships and collaborations
- Ability to develop and implement long and short range plans
- Someone who will work well with donors, local business leaders, local elected officials and the media.
- A person with practical knowledge of project management.
- A person with the ability to recognize and contract and/or hire necessary personnel to ensure that the financial and operational success of the project during planning, construction and long term operation of the facility.
- A person with experience in working with the many groups and partners associated with the Reach project (e.g. CREHST, US Department of Energy, B Reactor Museum, National Parks Service, Visitor and Convention Bureau, tribes, local Port Districts, City of Richland, etc.)
- An excellent communicator.
- Ability to supervise and manage professional, volunteers, and administrative staff members.

Management

- Ability to develop long and short term plans and programs and to evaluate work accomplishments.
- Ability to analyze facts, exercise sound judgment and arrive at valid conclusions.
- Ability to communicate ideas clearly and concisely, verbally and in writing.
- Ability to establish and maintain effective working relationships with museum donors, colleagues, subordinates, city officials from other governmental and private organizations and the general public.
- Ability to develop and control operating budgets. Skills in budget preparation and fiscal management
- Must be experienced in organizational development and have demonstrated the ability to win the trust and confidence of diverse constituencies, and public and private collaborative organizations.
- Possess a demonstrated record of performance leading change.
- History and proven track record of leading and coordinating strategic plans, branding and unified tactical implementation.
- Ability to effectively team with and communicate with the Board of Directors.

Terms and Compensation
The compensation and length of service for the Interim Reach Director is indefinite and subject to negotiation with the Richland PFD Board

How to Apply
Interested candidates should submit an updated resume, cover letter and three professional references to Diannam@visitthereach.org November 28, 2011.

The cover letter should address comparable work experience and past successes, leadership experience and qualifications, , and a statement to convey an understanding for the mission of the Reach.