

1360 Truxtun Avenue, Suite 200, North Charleston, SC 29405  
Phone: (843) 302-2100 ext. 268; Fax: (843) 302-2101  
Website: [www.noisettefoundation.org](http://www.noisettefoundation.org)

**Job Description**  
**PRESIDENT**

**Employed by:** Board of Directors

**Immediate Supervisor:** Chairman of the Board

**Status:** Regular Exempt Full-Time Employee

**Administers:** Staff of 2, plus 8 VISTA volunteers: Fund Development, Finance, Grants, Programs & Initiatives, Communications.

**CURRENT OPERATIONAL OVERVIEW:**

As one of the largest sustainable urban renewal projects in the world, North Charleston, SC-based Noisette Company is transforming 340 acres and the surrounding communities on the beautiful Cooper River into a shining example of Sustainable Urban Restoration that addresses the economic, environmental and social health of the community long-term. With thousands of businesses and residents moving to Noisette in the coming years, the Noisette Foundation has been formed with the vision of being the community steward for social justice, the surrounding environment, education, health, and the arts.

A key element in the Noisette Community Master Plan, the Foundation helps to create a life-long learning community through arts initiatives, promoting schools as center of the community, internships and other efforts to restore social health. By design, the Foundation will grow significantly in the coming years through tax increment financing, transfer taxes and other elements that have been built into the Noisette Plan, creating tens of millions of dollars in funding for programs, outreach, and environmental recovery. The Noisette Foundation is an equal opportunity and affirmative action employer and encourages applications from candidates of any race and ethnic background.

Governed by a 12-member Board of Directors, the Foundation's goals are to:

- inspire and assist the improvement of local schools;
- break cycles of under education, chronic poverty and incarceration;
- improve the quality of life by helping area residents to recognize their ability to organize and to address persistent community problems; **and**
- to foster an awareness and celebration of local arts and culture.

To learn more about the Noisette Foundation, please visit [www.noisettefoundation.org](http://www.noisettefoundation.org).

## **PURPOSE OF POSITION:**

Lead the Foundation in its efforts to increase quality employment, improve public education, expand local participation in community problem solving and a foster a sustained celebration of our life and culture. Administer the implementation of Board policies and plans toward the accomplishment of the Foundation's goals. Responsible for the entire operation, growth, development and reputation of the Foundation.

The President supervises the management and operations of the Foundation and must possess dynamic, multifaceted, strategic leadership qualities; the ability to serve as an effective spokesperson with internal and external constituencies; and the skills for visionary community leadership. He/She must work **collaboratively, respectfully, and inclusively** with an all-volunteer board of community leaders, **to** inspire trust in the Foundation with the public, community leaders and community groups, and oversee and promote stewardship of human and financial capital of the Foundation.

## **PRINCIPAL RESPONSIBILITIES:**

- A. General Management**
- B. Program Planning and Execution**
- C. Financial Planning and Administration**
- D. Fundraising and Marketing**
- E. Volunteer Management**

## **PROFESSIONAL REQUIREMENTS:**

- Bachelor's degree; masters is preferred.
- Eight to ten years of management experience preferred (nonprofit or for profit).
- Strong oral and written communication skills, analytical and computer skills.
- Financial administration and management skills and experience
- Demonstrated experience in increasing financial assets through fund development and effective stewardship.
- Ability to inspire confidence and trust while motivating and communicating with diverse stakeholders.
- Ability to demonstrate a collaborative and empowering management style.
- Potential to create a collaborative vision, mission, strategy and tactics, synthesizing input from various constituents with positive results

## **COMPENSATION AND APPLICATION PROCESS:**

Salary commensurate with experience and promise, with an attractive benefits package. It is anticipated that the position will be filled early in June, and with an estimated June 15, 2007 start-date.

Applicants should e-mail to [sdeeb@noisettesc.com](mailto:sdeeb@noisettesc.com) by April 16, 2007:

- A cover letter of up to two pages indicating why the applicant wishes to apply for the position, why he/she feels well-suited to the job, and salary requirements
- A resume
- Three references, with contact information

**COMMUNITY DESCRIPTION: THE NEW AMERICAN CITY, THE NOISETTE COMPANY AND NORTH CHARLESTON, SC:**

The Foundation is housed at The Navy Yard at Noisette, in the City of North Charleston, SC. The Noisette Company, as the master developer for The Navy Yard, is responsible for all infrastructure development, overall marketing, and the economic strategies for the area, a 340 acre city-within-a-city. Targeted for integrated restoration as a sustainable community, the community The New American City is modeled on the belief that cities must be equally responsive to social needs, environmental responsibility and economic vitality (the philosophy embodied by people, planet, and prosperity).

In a unique public-private partnership, the Noisette Company and the City of North Charleston teamed up in the late 1990s to revitalize the Noisette area. In exchange for the right to purchase 340 acres of old Navy base property at the city-appraised fair market value – a small portion of the land promised to the city after the Navy’s departure – Noisette Company principal John Knott agreed to launch a master planning effort on an unprecedented scale.

To learn more about the Noisette Company and The Navy Yard, visit [www.noisettesc.org](http://www.noisettesc.org) and [www.navyyardsc.com](http://www.navyyardsc.com).