



Executive Director (Part-Time)

Organization: [Friends of the QueensWay](#)

Location: New York City (remote)

Reports to: Friends of the QueensWay Board

Role Structure: Part-Time (20 hours per month), Six months (with possible extension)

Compensation: Commensurate with experience

About the Organization

Friends of the QueensWay (FQW) is a newly formed 501(c)(3) organization supporting the planning and future activation of a transformative rails-to-trails park project in Central Queens currently being advanced by the City of New York.

The organization serves as a community partner and advocate for the project – engaging residents and stakeholders, supporting public education and outreach, and raising funds for future public programming that will activate the park once constructed.

FQW works collaboratively with the City of New York, community organizations, local elected officials, and neighborhood stakeholders to ensure the park reflects community priorities and delivers long-term public benefit.

Position Summary

The Executive Director will serve as the organization's staff leader during a critical year for the QueensWay – the groundbreaking for Phase 1, the MetHub. This individual will work closely with the Board to advance advocacy, community engagement, fundraising, communications, and organizational development efforts.

This is a hands-on leadership role ideal for someone with experience in parks, public space initiatives, community organizing, and nonprofit management who is comfortable setting up new systems for operations and who can manage public facing engagements.

This is a flexible, part-time position (estimated average up to 20 hours per week), with a salary range from \$40,000 to \$45,000, commensurate with experience.

Key Responsibilities

1. Community & Stakeholder Engagement

- Lead outreach to residents, civic groups, community boards, local institutions, and elected officials.
- Organize and manage public meetings, listening sessions, and informational events.
- Serve as a liaison between the Friends group and City agencies.
- Ensure engagement efforts are inclusive and representative of the surrounding community.

2. Advocacy & Public Education

- Support the Board in advancing advocacy priorities related to the park's planning and development.
- Develop educational materials explaining the rails-to-trails concept, project timeline, and community benefits.
- Coordinate with partner organizations to build broad-based support.

3. Fundraising & Development

- Working closely with the Board, implement an annual fundraising plan.
- Cultivate individual donors, foundations, and corporate sponsors.
- Support grant research and proposal preparation.
- Lay groundwork for future capital and program funding campaigns.

4. Communications & Marketing

- Manage the organization's website and social media presence.
- Develop newsletters, email communications, and press materials.
- Build the organization's public identity and brand.
- Coordinate with media outlets as needed.

5. Organizational & Operational Management

- Work with the Board to implement strategic priorities.
- Support Board development and committee coordination.
- Oversee basic nonprofit operations (budget tracking, compliance, reporting).
- Maintain organizational records and documents, and ensure compliance with federal, state, and local regulations

Qualifications

- 3-5 years of relevant professional experience.
- Background in city parks, public space initiatives, community organizing, or civic advocacy.

- Demonstrated experience with fundraising, donor cultivation, or nonprofit development.
- Strong written and verbal communication skills.
- Experience managing social media, website content, and public-facing communications.
- Ability to work collaboratively with a board and diverse stakeholders.
- Knowledge of New York City government and community processes preferred.
- Entrepreneurial mindset; comfort building systems and strategy in a start-up environment.

How To Apply

- To Apply:
- Please send a cover letter and resume to the FQW Board of Directors at:
info@thequeensway.org
- Please include your name and “Executive Director Application” in the subject line.
- Friends of the QueensWay has a strict non-discrimination policy. We value the variety of experiences employees and volunteers bring to their jobs and welcome diversity.