



## **CDC Director**

The Executive Director is the Chief Executive Officer of the Community Development Corporation. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director will be a strategic thinker responsible for the day-to-day operations, liaison with external stakeholders, management of projects and initiatives, and implementation of long term plans of CDC. The Executive Director examines policy issues and facilitates strategic planning with a long-term perspective; determines objectives and sets priorities. In program development and administration, the Executive Director will be responsible for the following:

### **Specific Administrative Responsibilities:**

1. Ensure that the organization has a long-range strategy which achieves its mission, and ensures that it makes consistent and timely progress.
2. Acts as a catalyst for organizational change; builds a shared vision with others and influences others to translate vision into action.
3. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff; formulates and carries out plans and policies authorized by the board.
4. Promote active and broad participation by volunteers in all areas of the organization's work.
5. Maintain official records and documents, and ensure compliance with federal, state, local and/or other regulations.
6. Maintain a working knowledge of significant developments and trends in the field.
7. Provide grant writing, the ability to research new funding sources, knowledge of current federal, state and locally funded programs.
8. Create financial analyses of development projects, understanding of combining different funding sources, their rules, and regulations.

### **Communications:**

1. Ensure staff and Board of Directors have sufficient and up-to-date information.
2. Discuss and make recommendations to the Board of Directors of any internal/external issues that affect or may affect the smooth operation of the agency
3. Publicize the activities of the organization, its programs and goals.
4. Establish sound working relationships and cooperative arrangements with community groups and organizations.
5. Assure the organization and its mission, programs, and services are consistently presented in a strong, positive image to stakeholders.

### **Staff, Volunteers and/or Contractors:**

1. Effectively manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
2. Be responsible for the recruitment, employment, and release of all personnel, paid staff, contractors and volunteers.
3. Ensure that job descriptions are developed, regular performance evaluations are held, and that sound human resource practices are in place.
4. Build teams by inspiring, motivating and guiding others toward common goals.

5. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
6. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.

### **Budget and Finance:**

1. Demonstrate broad understanding of principles of financial management using cost-benefit thinking to set priorities; monitor expenditures in support of programs and policies.
2. Responsible for developing and maintaining sound financial practices in accordance with all applicable State and Federal laws and regulations.
3. Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
4. Ensure that adequate funds are available to permit the organization to carry out its goals and objectives.
5. Jointly, with the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

### **Qualifications:**

1. Bachelor's degree in business, nonprofit management, urban studies or related field from an accredited College or University. Masters Degree in Business Administration, Public Administration, Urban Planning or related field preferred.
2. Proven experience in representing an organization to the media and public, including public speaking and marketing
3. Understanding of nonprofit financial statements
4. Ability to exercise sound judgment and decisive decision making
5. High level of personal and professional ethics
6. Excellent written, oral communication and listening skills
7. Ability to delegate tasks
  
8. Strong computer skills with word processing and spreadsheet programs
9. Understanding of applicable web-based applications and software. Ability to apply new technologies as they develop
10. Ability to lift up to 25 lbs.

At least five years experience in the following areas:

11. Proven leadership, management and interpersonal skills to motivate external stakeholders, all levels of staff, and volunteers (minimum 5 years experience).
12. Experience in community development (including housing and commercial real estate development), property management, or social services.
13. Proven skills in negotiating with financial institutions and funding sources.
14. Proven track record in fund raising from a variety of sources.
15. Ability to work effectively with public (local, state and federal) agencies and officials.
16. Working effectively in urban communities.
17. Proven strategic planning and program development skills.
18. Background in managing complex information, to include strong analytical skills and problem solving.

If interested, please send your resume to: Nancy Tenhengel – [ntenhengel@upbc.org](mailto:ntenhengel@upbc.org) and Mike Rankins – [mrankins@upbc.org](mailto:mrankins@upbc.org)