



## Executive Director Position Description

The Board of Directors for the Crooked Creek Northwest Community Development Corporation (CDC) is seeking to hire a new Executive Director. This twenty-five-year-old organization serves as a lead neighborhood convenor responsible for facilitating resident-led planning strategies and organizing inclusive community-wide revitalization efforts.

The ideal candidate will be an independent and innovative thinker who is capable of facilitating resident-led discussions and implementing strategies that create right-sized and accessible housing, spur economic development, develop beautiful spaces, and strengthen pathways for increased economic opportunity and mobility.

This is an excellent opportunity for a self-motivating individual with strong leadership, financial, and collaborative skills. The successful candidate shall exercise initiative and have a wide latitude in implementing policies and programs.

### **Your Role in our Mission:**

The Executive Director is the chief administrative officer of Crooked Creek Northwest Community Development Corporation (CCNCDC) and as such shall oversee the daily operations, functions, and activities of the organization toward the realization of its mission. In that capacity, the executive director will develop and maintain a strong working relationship with area partners to develop quality and affordable housing, stimulate community development, and foster diversity, equity, and inclusion to promote an improved quality of life for northwest residents.

The key responsibilities of this position include, but are not limited to, the following:

- Prioritize the planning, implementation, and execution of a housing strategy and other community development activities.
- Lead and manage all fund development priorities including grant writing, proposal development, reporting, and tracking.
- Administer and manage CDC programs and initiatives in collaboration with northwest neighborhood residents. Cultivate and maintain relationships with partner organizations and lead intentional outreach with residents.
- Develop and maintain a strong working relationship with board members to plan meetings and training for leadership development, and to coordinate the development, maintenance, and implementation of the annual budget.
- Act as the public speaker and representative of the organization in ways that strengthen its profile.
- Ensure adherence to restricted contributions, organization's policies, and legal guidelines.
- Hire and supervise staff or contractors as needed.

**Qualifications:** To be successful in this role, a candidate *must* have direct experience in administering federal grants and executing housing programs. Consideration will be given to only those candidates with proven housing expertise. To ensure the long-term sustainability of the organization, the incumbent must have demonstrated experience in fund development, building collaborations, and in managing multiple grant funds. Preference will be given to a northwest/west neighborhood resident and/or business owner. Ideal candidates must have at least five years of community development experience. A Bachelor's degree, preferably in a field that relates to the responsibilities of this position such as SPEA, Urban Planning, or Political Science or a related field is requested. A combination of education and experience will be considered.

**Physical Demands and Working Conditions:** The executive director must be organized, detail-oriented, capable of completing multiple tasks with simultaneous deadlines. Community development does require flexibility in schedules so frequent local travel and occasional weeknight and weekend work is expected. Candidates may work remote or, in the office when necessary.

Candidates must be able to speak, read and write in English, lift 35 pounds, and stand or sit for extended periods of time.

**Salary Range:** \$85,000 to \$90,000 with a monthly healthcare stipend. Budgetary allocations for local travel, professional development, and phone stipends are available.

Individuals interested in the position should send their resume and cover letter to [EDsearch23@gmail.com](mailto:EDsearch23@gmail.com) with "Executive Director Search" in the subject line. Applications will be accepted until the final candidate is identified.

**Crooked Creek Northwest Community Development Corporation is an equal opportunity employer.**