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**Board of  
Directors**

*Michelle Plourde  
Herlihy*

*Phil Hodge*

*Chris O'Keeffe*

*Brian Palmer*

*Duncan Power*

*Larry Reeves*

*Maura Navin  
Webster*

**Opportunity Available**

Marlborough Community Development Corporation seeks a half time (20hrs/wk) Executive Director to provide leadership to a young, rapidly developing organization. MCDC, now 5 years old, is a volunteer-driven organization with 120 members and a 7 member board of directors. MCDC is incorporated as a 501 c 3 non-profit organization with a budget under \$100,000. The mission of MCDC is "to strengthen the fabric of the community by providing resources that serve to create and sustain neighborhoods that are diverse safer and vital for those that live and work in them." Our activities have included facilitation of community conversations, first time home buying classes, neighborhood beautification, community planning efforts, and exploration of affordable housing development.

The Director will be MCDC's only paid staff, and will be responsible for organizing meetings, researching funding opportunities, program development, membership recruitment, and outreach to community stakeholders such as residents, businesses, property owners, elected officials, and community resource organizations. See full job description for details.

Interested parties should respond to:

Search Committee Marlborough Community Development Corporation  
27 Prospect Street  
Marlborough, MA 01752

Electronic responses to [chris@marlboroughcdc.org](mailto:chris@marlboroughcdc.org) preferred.  
No phone calls please.

**Deadlines**

- Applications should include a summary cover letter, resume, and at least 3 references.
- Materials should be received on or before April 30, 2008.

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*"To strengthen the  
fabric of the  
community  
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quality of life for those  
that live and/or work  
in Marlborough."*



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**Marlborough Community Development Corporation  
Job Description  
Executive Director**

**Summary:**

The executive director provides leadership to the organization and is responsible for the development and day-to-day management of the organization in accordance with the guidelines set by the Board of Directors. The Executive Director reports and is accountable to the Board of Directors.

MCDC is incorporated as a 501 c 3 non-profit organization with a budget under \$100,000. He or she will be responsible for organizing meetings, researching funding opportunities, program development, membership recruitment, and outreach to community stakeholders such as residents, businesses, property owners, elected officials, and community resource organizations. The director will help the MCDC create a presence and identity in the community by publishing newsletters and brochures, initiating the creation of a website, ensuring regular news media announcements and coverage of MCDC meetings and projects. On occasion, the director will need to translate or have translated by others materials and presentations in Spanish and Portuguese in addition to English.

**Essential Duties and Responsibilities:**

1. Serves as staff to the Board of Directors. Ensures that the board has the timely information and logistical support to carry out its function.
2. Works closely with the Board to set and evaluate goals, policies and strategies and programs. Creates and implements organization plans.
3. Leads the fundraising efforts preparing and implementing the annual and long-range fundraising plans. Cultivates and solicits personal contacts and potential sources of funds such as foundations, government agencies and individual donors.
4. Directs the planning, design and implementation of all project and program plans and procedures consistent with agency priorities and long range business plans.
5. Oversees the development and reporting of the organization's operating, capital, programmatic and fundraising budgets. Monitors the financial performance of the agency and adjusts operations as necessary.
6. Establishes standards and benchmarks and evaluates all programs and agency operations.
7. Acts as a spokesperson and advocate for the organization and the needs of the community.
8. Ensures the agency's compliance with tax preparation, compliance with all local, state, and federal laws and regulations, grant reporting procedures, sound accounting practices, safety regulations, audit requirements and licensing criteria.
9. Develops and maintains collaborative relationships with other organizations, government agencies, public officials, the media and the community.

**Requirements:**

- Track record working productively with people of all ethnic backgrounds and understanding the problems of the similar communities.
- Knowledge of community development, affordable housing, economic development and community organizing preferred.

- Expertise in public relations and community outreach.
- Expertise in fundraising methods appropriate for small community development organizations.
- Demonstrated leadership and team building skills
- Proven ability to network and advocate for the organization and the community.
- Excellent oral and written communications skills, including grant writing.
- Proven ability to elicit and support enthusiasm, commitment and productive behavior from others in order to accomplish specific results through their team efforts.
- Proven ability to anticipate, identify, and analyze problems and opportunities; establish priorities, and efficiently allocate resources.
- Proven ability to review and measure progress against specific criteria and to take necessary enhancement or corrective action.
- Proven ability to negotiate and facilitate issues with diverse populations in multicultural settings.
- Proven ability to relate positively with a variety of people from different backgrounds.
- Proficiency in Spanish and/or Portuguese a plus.
- Familiarity with Marlborough area cultures, government, political climate useful.
- Independent, self starters with the ability to take initiative.
- Ability to manage interns, consultants, and volunteers
- Ability to work remotely necessary.

**Terms**

- Halftime (20hrs/wk)
- Salary: \$20K-\$30K
- Limited benefits

