

## **JOB POSTING**

### **EXECUTIVE DIRECTOR**

#### **COALITION FOR A BETTER ACRE**

##### **About the Coalition for a Better Acre**

The Coalition for a Better Acre (CBA) is seeking a qualified individual to be our next Executive Director.

The CBA is a membership-based community development corporation established in 1982 dedicated to resident empowerment and sustainable community revitalization for current and future residents of Lowell and the Merrimack Valley. We promote healthy, vibrant neighborhoods by developing affordable housing and economic opportunities, empowering and training residents toward self-sufficiency and civic engagement and by responding to community needs through collective action.

##### **Opportunity**

The next Executive Director of CBA will have the opportunity to build on the organization's current successes and program model.

##### **Responsibilities**

The Executive Director is responsible for working with the Board and staff in several key areas as outlined below:

##### **Program Planning**

- Provide entrepreneurial leadership for consistent achievement of the organization's mission by identifying and pursuing opportunities to expand activities and programs that advance strategic organizational goals, its strategic plan and implementation plans.
- Promote active involvement of CBA's constituents in program development, design and implementation via CBA's committees and Board of Directors.
- Integrate the functioning of programs within CBA.

##### **Administration, Financial Management and Fundraising**

- Oversee 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.
- Ensure accurate and timely financial reporting to the Board of Directors.
- Oversee the fundraising strategy and have a significant role in agency fundraising.
- Negotiate contracts and agreements.
- Ensures the agency's compliance with grant reporting procedures, sound accounting practices, safety regulations, audit requirements and licensing criteria.
- Ensures the development and implementation of high-quality management systems and procedures for all aspects of the agency's operations.

### Staff Management and Development

- Hire, train, supervise and coordinate the work of staff and evaluate their performance in accordance with the organization's personnel policies.
- Foster a collaborative and respectful relationship with any labor unions representing employees within the organization. Work closely with union leadership to address concerns, negotiate fair labor agreements, and maintain open lines of communication to ensure a positive and productive working environment for all staff members.
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- Work with personnel committee to create and maintain personnel policies and standards.
- Maintain an organizational working environment that attracts, motivates and retains professional staff and community members who serve as CBA volunteers.

### Board Development and Community Relations

- Serve as staff to the Board of Directors. Ensure the board has timely information, training and logistical support to carry out its function.
- Serve as chief spokesperson for the CBA, actively working to raise its visibility and ensuring that the organization is effectively presented to the public.
- Develop and maintain effective working relationships with collaborating agencies, residents, institutional neighbors, the media and government officials.
- Advocate for the success of CBA's projects, programs and constituents.

### Qualifications

- 10 years or more of management experience, preferably in a nonprofit and/or community development organization.
- Bachelor's degree from an accredited college or university in business, finance, real estate or related fields. Master's Degree preferred in nonprofit management, public administration, or related disciplines.
- A strong commitment to Diversity, Equity, and Inclusion (DEI), with a proven track record of advancing inclusive practices and fostering a culture of belonging within the organization. Possess deep cultural competency and sensitivity in engaging with diverse communities and stakeholders, promoting equity, and addressing systemic barriers to inclusion.
- Understanding of nonprofit affordable housing development and community-based development, preferably in Massachusetts. Must be comfortable managing real estate business and its assets.
- Demonstrated expertise in budgeting, financial planning, fundraising, and risk management, with a strong focus on achieving measurable outcomes and sustainable growth. Ability to read and comprehend complex financial statements and will have developed budgets for organizations that are similar to CBA in size and complexity.
- Experience in securing financing, grants, subsidies, and other funding sources to support affordable housing, community facilities, or other charitable purposes.

## Skills

- Ability to integrate real estate and economic development work with community organizing.
- Ability to explain budgets and financial statements to a layperson and be well-grounded in the "business aspects" of nonprofit management.
- Proven experience collaborating with community organizations and government.
- Excellent communication and problem-solving skills.
- Proficiency in juggling competing demands, deadlines, and priorities while maintaining focus and attention to detail across various initiatives.
- Proficiency in building and nurturing professional relationships, alliances, and connections within and outside the organization to exchange information, resources, and opportunities.
- Capacity to allocate time, resources, and energy effectively to high-priority activities while delegating or deferring less critical tasks as needed.
- Bilingual preferred.
- Asset management experience helpful but not required.
- Union negotiations and collaboration preferred.

## **Salary**

Salary range is \$140,000 to \$160,000, depending on background and experience.