



Community Development Corporation of South Berkshire

Community Development Corporation of South Berkshire Seeks Executive Director

Location: Great Barrington, Massachusetts
<https://cdcsb.org/>

The Opportunity

The Community Development Corporation of South Berkshire (CDCSB), located in southern Berkshire Country in western Massachusetts, is seeking a person to fill the position of Executive Director (ED). The mission of the CDCSB, a 501(c)3 nonprofit, is to create affordable housing and economic opportunities for low- and moderate-income households in the southern Berkshires.

CDCSB resides in Great Barrington, in the valley of the Housatonic River, amidst the beautiful mountains of the Berkshires. Our new office is located in downtown Great Barrington.

CDCSB currently has one full-time member of staff, one part-time and, in addition to hiring a new ED, plans to bring a full time housing development director on to staff within the next 12 months. The Board of Directors (Board) is active, engaged and supportive. A number of committees within the Board focus on specific objectives to support the ED and the organization's overall mission, such as finance and economic development committees.

The organization is poised to begin an exciting and challenging period of affordable housing development, with 85 affordable housing units planned for downtown Great Barrington – 45 to begin construction in early 2020 and an additional 40 units positioned for state funding.

Profile of the Ideal Candidate & Role of the ED

The ED must be able to lead and represent the organization in achieving its strategic vision, mission, and goals. The ideal candidate will bring creative and effective ideas to fundraising and other income producing strategies, and work effectively with the Board, other affordable housing organizations, lending partners, community advocates and local, state and federal government officials. Experience of housing development is a plus, as the ED will support and work in close partnership with the member of staff responsible for housing development.

More specifically, the role of the ED encompasses the following:

MANAGEMENT & LEADERSHIP

Grow CDCSB membership, working with staff and Board to keep members engaged and supportive of the agency's mission

Develop communications strategies to increase CDCSB's visibility throughout the region, and work with fundraising staff

Lead the Board in developing short and long-range strategic plans to fulfill the CDCSB mission

Plan, organize, lead, direct and coordinate the agency's overall operations, adhering to the highest professional standards, consistent with the objectives and policies established by the Board

Supervise expanding staff as organization grows

Manage and maintain a cooperative, team-oriented environment including staff, neighborhood residents, local agencies and government officials

Represent the organization in South County within western Massachusetts and tri-state regional area with housing and economic development organizations, such as the Berkshire Taconic Community Foundation, 1Berkshire, Berkshire Regional Planning Commission and others.

Meet regularly with the Board officers and committees to communicate progress toward strategic goals and meet monthly with the Board

FINANCE

Establish annual financial goals and objectives, which fulfill the mission and vision of CDCSB and work with the Finance Committee to develop an annual budget and financial controls

Oversee monthly income and expense reports for the organization and all budgets for housing development projects

Meet regularly with the Treasurer and Finance Committee to communicate on financial goals and assist the Treasurer in making monthly financial reports to the Board

PROGRAM

Oversee the delivery of all program services

Develop a strong and achievable pipeline of housing development projects, and direct/oversee all new real estate development and management of current property portfolio, in partnership with the housing development director

Initiate economic development programs or projects to address the region's need

Assure that all services and properties meet all applicable program standards required by government and accrediting funding agencies

FUNDRAISING & COMMUNICATIONS

Maintain/grow local, regional, state and federal professional and funding relationships in community development and related fields

Research, apply for and secure a variety of funding for programs and projects, including the Community Investment Tax Credit (CITC) and Low Income Housing Tax Credit (LIHTC) programs

Monitor contracts and communications, including reports, for funders and lenders

Develop and cultivate a network of local and regional individual and corporate donors/grantors, and oversee community engagement activities, including fundraising activities

Oversee all media, communications, and public relations policies

Liaise between CDCSB and the community and advocate for needs of constituent communities

Other Skills and Abilities

Must embrace the vision and mission of the CDCSB, and have a demonstrated capacity and passion for leading a non-profit organization in community and economic development.

Demonstrate extensive experience in non-profit management, grant writing and fund procurement, as well as strategic planning and strong financial management abilities

Exhibit the ability to establish trust with constituent communities and funders

Possess strong, clear written, verbal and interpersonal communication skills

Have proven experience with housing tax credit programs, zoning and conservation regulatory processes

Demonstrate capacity to build housing and economic development project teams

Education and Experience:

Must have a minimum of a Bachelor's degree, preferably in housing and community development, business or non profit administration, or related field, and a minimum of 10 years' experience that has developed a strong comprehension within the fields of affordable housing and economic development.

Salary commensurate with experience and qualifications within the framework of the organization's operating budget. Compensation is competitive with nonprofit organizations in the Western Massachusetts region.

Applications

Interested candidates should submit applications to: cdcsouthberkshirejs@gmail.com. Materials should not be sent via mail. All submissions will be confidential to CDCSB. Please submit a cover letter as a separate document, describing your interest and qualifications, salary requirements and where you learned of the position. Please also upload your current resume and three references with their contact information. Only complete applications will be considered. Candidates are strongly encouraged to submit applications as soon as possible. Applications will be accepted until February 28th, 2020.