[](https://brooklinecdc.com/)

**BROOKLINE COMMUNITY DEVELOPMENT CORPORATION EXECUTIVE DIRECTOR JOB ANNOUNCEMENT**

**Open Until Filled**

Brookline Community Development Corporation (Brookline CDC) is excited to announce that we’ve begun accepting applications for our executive director position. BCDC seeks a high impact executive director who will provide leadership, inspiration and strategic direction to enable Brookline CDC to achieve its annual and long-term goals. Having recently approved MBTA zoning laws, BCDC expects that now is an especially dynamic time to create and maintain affordable housing and support the many residents in need of it.

Founded in 1980, the primary purpose of the Brookline Community Development Corporation (BCDC), formerly the Brookline Improvement Coalition (BIC) is to develop, own and maintain decent, safe and sanitary affordable housing for low- and moderate-income households in Brookline, Massachusetts. The Executive Director (ED) will work to successfully lead and manage Brookline CDC according to the strategic direction set in conjunction with the energized and engaged Board of Directors. The ED will have direct oversight and responsibility for Brookline CDC’s administrative and programmatic functions. The ideal candidate will have the vision and skills to further the economic development of Brookline through fundraising, real estate development, and team building. The ideal candidate will also have relevant non-profit experiences necessary to oversee the programmatic and social service initiatives of Brookline CDC.

Qualified applicants should submit a current résumé, cover letter, a writing sample and three references via email to Deborah Brown at deborah@brooklinecdc.com. For a description of our BCDC, go to Brooklinecdc.com.

**RESPONSIBILITIES**

**LEADERSHIP**

* Work with the Board and senior team to update BCDC’s vision and strategic plan.
* Plan and manage the annual organizational strategic objectives.
* Act as a spokesperson for the organization, along with Board President, that the face for the organization.
* Represent BCDC at community and industry activities to enhance the organization’s profile.

**DEVELOPMENT/FUNDRAISING PLANNING & MANAGEMENT**

* Identify revenue and grant opportunities for BCDC.
* Provide direct oversight to the organization’s development function.
* Oversee the planning and implementation of BCDC’s annual development strategy, fundraising events, donor cultivation program, board giving and fundraising appeals.

**REAL ESTATE DEVELOPMENT AND PLACEMAKING**

* Identify and execute upon transformational real estate development opportunities, including the acquisition, financing, construction, management and selective disposition of impactful real estate assets.
* Execute upon Brookline CDC’s asset management initiatives.
* Execute upon Brookline CDC’s initiatives to create affordable housing.

**PROGRAM MANAGEMENT & EVALUATION**

* Provide support, oversight, management, and strategic vision for Brookline CDC’s core programmatic areas: Real Estate Development; Housing Counseling; Business Services; & Community Programs.
* Using available data related to program use logic models to evaluate program performance and effectiveness.

**PERSONNEL PLANNING & MANAGEMENT**

* Develop annual staffing plan.
* Initiate and oversee annual performance review process and personnel development plans.
* Manage hiring process from recruitment to selection.
* Ensure Brookline CDC compliance with related workplace laws.
* Maintain a climate that attracts and retains a talented and diverse staff.

**FINANCIAL MANAGEMENT**

* Develop and maintain sound financial practices.
* Work with staff, Chief Financial Officer (CFO) and Board Finance Committee (BFC) to develop the annual budget and achieve budgetary goals.
* Support BCDC in the management of its fiduciary responsibilities, including review of annual audit, 990, CFO and development of fiscal policies.
* Work with CFO to manage BCDC’s cash for operations and restricted accounts and ensure completion of weekly and monthly financial reporting.
* Work with CFO to oversee BCDC’s loan portfolio and to ensure appropriate property and liability insurance coverage.
* Execute legal and fiscal documents within the bounds of the authority granted by the Board.

**COMMUNITY RELATIONS AND OTHER RESPONSIBILITIES**

* Communicate with stakeholders to keep them informed of the work of BCDC and promote BCDC.
* Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve Brookline CDC’s goals.

**BOARD MANAGEMENT**

* Work with the Board President to develop and implement Brookline CDC’s overall Board development and recruitment process.
* Ensure timely completion of the management dashboard executive summary for the Executive Committee.
* Support board meetings.

**COMMUNICATIONS/MARKETING PLANNING & MANAGEMENT**

* Provide direct oversight to BCDC’s communication function.
* Work with key staff to create Brookline CDC’s overall communications strategy.
* Oversee and approve the creation and dispersal of all Brookline CDC communications.

**INFORMATION TECHNOLOGY PLANNING & MANAGEMENT**

* Develop and evaluate BCDC’s annual information technology (IT) plan.
* Oversee Brookline CDC data management and collection needs, especially related to the program evaluation and business planning processes.

**QUALIFICATIONS & KNOWLEDGET, SKILLS AND ABILITIES**

The ideal candidate will be an experienced executive leader with a solid track record of successfully leading and developing teams, working with a working Board, diversifying revenue streams and success in fundraising, as well as cultivating relationships with a wide spectrum of stakeholders, donors, and partners. The Executive Director will have a strong external presence and the ability to successfully engage with the media and policymakers to advance Brookline CDC’s goals. They will bring a deep understanding of community and economic development and will be highly attuned to real estate development and housing counseling. Successful candidates should have at least five years’ experience in relevant community development or similar work.

**OTHER QUALIFICATIONS:**

* A bachelor’s degree required.
* Knowledge of leadership and management principles related to non-profit organizations.
* Knowledge of current community challenges and opportunities relating to the mission of Brookline CDC.
* Knowledge of human resources management.
* Knowledge of standard development/fundraising practices for tax exempt organizations.
* Knowledge of program evaluation and management for tax exempt organizations.
* Knowledge of project management practices.
* 5 or more years of management experience in a non-profit, or similar, organization.
* Effective problem solver and creative thinker who manages stress well.
* Proven leader in working with people from disadvantaged communities.
* Works effectively on teams and is able to establish warm relationships with others.
* Excellent oral and written communication skills.
* Experience bringing diverse groups of people together.
* Record of effective grant writing, CITC development and other fundraising.
* Ability to set and meet deadlines.
* Ability to work occasional nights and weekends as needed.

**COMMITMENT TO DIVERSITY AND INCLUSION**

Brookline CDC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. We believe that bringing together people with diverse thoughts, backgrounds, talents, and experiences at all levels of our organization, including the executive team, enables us to proactively and creatively achieve our mission to enable opportunities for hard-working families in search of affordable housing. Brookline CDC actively makes decisions that promote diversity in all levels of the organization.

We embrace and encourage applicants of differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Salary commensurate with experience. BCDC will provide standard benefits.

Work location is hybrid remote in Brookline.

**APPLICATION**

Brookline CDC recognizes that historically people of color and women might hesitate to apply for a role unless they meet all of the listed requirements. We want to emphasize that we value diversity and inclusion and we encourage candidates from all backgrounds and experiences to apply, even if they do not meet every one the of the job criteria. We are looking for people with potential, passion, and a willingness to learn, and we believe that diverse perspectives contribute to innovative solutions and enhanced organizational success. If you are passionate about the role and feel that you can excel in this environment, please do not hesitate to submit your application.

Submit a letter of interest, a current resume, writing sample and three references to deborah@brooklinecdc.com. No phone calls please.

**Position is open until filled.**