

**Executive Director (Affordable Housing & Economic Development)  
Community Development Corporation of South Berkshire (CDCSB)  
Great Barrington, MA**

**Salary Guide**

Annual salary range of \$80,000 to \$125,000.

**Job Description**

This position requires a demonstrated skillset of overseeing the development of affordable housing and supporting economic development programs serving our small business community and under-sourced populations.

The ideal candidate will provide an operational role in promoting and continuing the CDCSB's mission of increasing housing units that are affordable and stimulating regional job creation while promoting efforts to expand workforce housing and support small business growth.

**Responsibilities**

Administration

- Lead & Manage staff
- Interface with the Board, Board members, and Board committees.
- Oversee and ensure the submission of all reporting requirements, annual Audits & Reviews
- Oversee the management of CDC properties

Strategic planning

- Develop and update a strategic plan for carrying out the mission of the CDC
- Develop and manage an annual budget for the organization
- Set goals for economic development programming
- Set goals for housing development
- Align Staffing with Organization's needs & goals

Outreach /Publicity

- Manage the profile of the CDC locally, regionally and state-wide
- Develop and oversee community engagement activities
- Maintain Community partnerships
- Direct/oversee all organizational communications: frequent press releases, monthly e-blasts, quarterly newsletter

Fundraising

- Oversee grant writing activities
- Oversee fundraising activities
- Maintain/grow local, regional, state and federal professional and funding relationships in community development and related fields

Housing development

- Oversee development projects
- Develop a pipeline of projects that extends out 5-7 years
- Engage with local and regional development partners
- Secure required approvals

#### Economic development

- Work with the Economic Development Committee
- Create and expand programs that support the regional small business community including expanding our Small Business Technical Assistance program (SBTA), the regional Entrepreneurs Forum, free Wi-Fi for the GB Downtown Corridor
- Promote civic programs including our Summer Music Festival and activities of the Downtown Cultural District
- Oversee development of other projects such as open space park development and other “one-off” community projects
- Seek new opportunities to support the local economy
- Serve as a thought leader and collaborator to move projects from inception to implementation.

#### **Benefits**

- 401(k) contribution plan with a match
- \$850 per month health care stipend
- Paid time off

Submit resumes and inquiries to [jobs@cdcsb.org](mailto:jobs@cdcsb.org). Visit [CDCSB.org](http://CDCSB.org)