**JOB POSTING**

**CHIEF EXECUTIVE OFFICER**

**COALITION FOR A BETTER ACRE**

**About the Coalition for a Better Acre (CBA)**

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.

**Position Overview**

We are seeking a motivated and dedicated Chief Executive Officer to lead the CBA in its mission. As a full-time on-site CEO, you will be responsible for operations, program planning, real estate projects, community relations and Board development of our organization. The next Chief Executive Officer of the CBA will have the opportunity to build on the organization’s current successes and program model.

# **Responsibilities**

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

Administration, Financial Management and Fundraising

* Oversee the development and reporting of the organization’s operating, capital, programmatic and fundraising budgets. Maintain financial oversight to ensure the agency's fiscal health and make operational adjustments as needed.
* Ensure accurate and timely financial reporting to the Board of Directors.
* Oversee nonprofit real estate development.by building relationships with residents, community organizations, government agencies, and funding partners to identify needs, secure support, and ensure that projects align with community priorities and aspiration; navigate complex regulations governing affordable housing, community development, and nonprofit operations.
* Oversee the fundraising strategy and play a pivotal role in the agency's fundraising efforts.
* 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

* Recruit, hire, train, supervise, and effectively coordinate staff activities while adhering to the organization's personnel policies; conduct performance evaluations to assess employee effectiveness.
* Work with personnel committee to create and maintain personnel policies and standards.
* Foster an organizational culture that cultivates the recruitment, motivation, and retention of professional staff and community volunteers dedicated to supporting CBA initiatives.
* Champion DEI efforts across all aspects of the organization, including recruitment, retention, professional development, and organizational culture, ensuring that diversity and inclusion are central to our mission and operations.

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 the primary spokesperson for the CBA, proactively enhancing its public visibility and ensuring the organization's effective representation to external audiences.
* Develop and maintain effective working relationships with collaborating agencies, residents, institutional neighbors, the media and government officials.
* Champion the advancement of CBA's projects, programs, and constituents, advocating for their success and fulfillment of organizational objectives.

### 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.
* Encourage meaningful engagement of CBA's stakeholders in the development, design, and execution of programs through active participation in CBA committees and the Board of Directors.
* Facilitate integration and collaboration among CBA programs.

## **Qualifications**

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* 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.

## **Compensation and Location**

Salary range is $130,000 to $150,000, depending on background and experience.

**CBA offers competitive compensation and excellent benefits, including**:

* Paid Time Off
* Medical, Dental, and Vision
* Paid Life Insurance
* Tuition reimbursement
* 13 paid holidays and the week between Christmas and New Years
* 5% contribution to 401K after 6 months employment
* Career advancement and professional development opportunities
* Great co-workers and an exceptional mission

Please apply with resume and cover letter to:

[CBA\_Chief Executive Officer](https://www.applicantpro.com/openings/CBA/jobs/3235037-931190)

*The Coalition for a Better Acre is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.*