



Seeks Executive Director

About Codman Square Neighborhood Development Corporation

Founded in 1981, [Codman Square Neighborhood Development Corporation \("CSNDC"\)](#) is a Boston-based community development corporation serving a two square mile area of Dorchester that is bounded by Columbia Road and Geneva Avenue to the north, Gallivan Boulevard and Morton Street to the south, Blue Hill Avenue to the west, and Dorchester Avenue to the east. Since its founding, CSNDC has been partnering with local residents, businesses, and organizations to foster a healthy, thriving and equitable community by:

- Developing [housing and commercial spaces](#) that are affordable and safe
- Creating [economic development](#) for low- and moderate-income residents of all ages
- Fostering [community engagement](#) to build the capacity and involvement of local residents
- Promoting [sustainability](#) of the local environment for future generations

For over forty years, CSNDC has been developing affordable housing in the Codman Square and South Dorchester neighborhoods. In that time, CSNDC has built more than 1,400 units of housing, both for homeownership and as rentals. Once projects [currently in the pipeline](#) are completed and fully occupied, CSNDC will have created homes for more than 4,000 low- and moderate-income people. Besides its impressive housing portfolio, CSNDC is proud of its evidenced-based outputs, outcomes, and impacts. Metrics gathered over the past few years that demonstrate the impact of CSNDC's work in a number of areas can be accessed [here](#).

Operating from its headquarters in Codman Square, CSNDC has a staff of 30, an annual operating budget of approximately \$28 million (inclusive of property management expenses), and \$200 million in assets. CSNDC is overseen by a 13-member Board of Directors comprised of community leaders, many with long histories with the organization and the local community. After more than 30 years of accomplished leadership, CSNDC's long-serving Executive Director, Gail Latimore, will retire by the end of the calendar year.

Opportunity Going Forward

The Executive Director will have the opportunity to lead this well-established and -respected mission-driven community development organization that is deeply embedded in its community, offers a comprehensive and unique array of services to lift its community and residents, and has a track record of success developing and maintaining a significant portfolio of affordable housing while also promoting and supporting home ownership. Guided by its ideals and values of access to affordable housing, respect for diversity & inclusion, community collaboration, co-powering, excellence, sustainability, dynamic economic landscape, equity, health, and advocacy, key responsibilities for the Executive Director include:

- Navigating the transition from a highly regarded, well-known, long-term leader, ensuring that existing and strong relationships with partners, collaborators, lenders, and government officials are maintained and grown.
- Collaborating with the Board of Directors to complete the implementation of the 2022-25 strategic plan and then guiding the organization through development of its next strategic plan.
- Upgrading, professionalizing, and modernizing internal operations, systems, processes, and technology and to improve staff efficiency and facilitate optimal customer service to residents and community members.

- Evaluating organizational structure and staff capacity to ensure employee contributions are maximized and that workloads are reasonable and sustainable.
- Continuing to position CSNDC as the leading Boston-based community development corporation in terms of environmental justice, green infrastructure, and sustainability.
- Promoting CSNDC in its local community to encourage residents to enroll in its programs, inform CSNDC's strategic direction, and participate in governance.

Profile of the Ideal Candidate

Preferred Experience:

- A minimum of seven years of senior leadership, or equivalent experience, with a preference for those who have led an organization focused on housing and/or real estate development, with an emphasis on affordability.
- Knowledge of and passion for real estate, community, and/or economic development.
- Exposure to the Codman Square community would be highly advantageous.

Skills and Qualities:

Innovative and Accountable Leader with Sector and Financial Expertise

- Visionary and creative strategist able to evaluate and balance CSNDC's priorities which include real estate development, program service delivery, and community advocacy.
- Creative problem solver who understands and can navigate the complicated political landscape associated with real estate, community, and economic development.
- Bold and decisive nature with the ability to take calculated risks while ensuring long-term institutional sustainability.
- Able to lead through change and transition in an environment that can be complex and ambiguous.
- Strong financial acumen and understanding of the complexities of real estate development and affordable housing finance, specifically LIHTC.
- Organized and detail-oriented with the ability to champion and utilize new and emerging systems and technologies.

Community Connector and Relationship Builder with Excellent Communication Skills

- Culturally competent connector and networker with deep understanding of and empathy for residents, a leader who can relate to diverse populations, build trust and relationships across all segments of the community while prioritizing equity, inclusion, and social and environmental justice.
- A skilled public spokesperson with the ability to engage others and to tell CSNDC's unique story.
- A present and accessible leader who is an active and visible participant in and representative of the community to understand, reflect on, and meet residents' needs.
- A relentless networker able to build strong and lasting relationships with lenders, partners, landowners, etc. to advance CSNDC's strategic initiatives.
- Personable and charismatic people person who demonstrates the political acumen, negotiation skills, and conflict resolution practices to guide CSNDC and its community through difficult conversations and complex decision making.
- Transparent and open-minded communicator, both internally and externally, with a willingness to listen and engage diverse audiences, explain the "why" behind decisions, and create and implement clear communication protocols.

Experienced Leader of People and Culture

- A transparent, respectful, and approachable leader, a skilled listener who can build cohesive internal teams and foster cross-departmental collaboration.

- Skilled at evaluating and creating an organizational structure to allow CSNDC to support past growth and consider new opportunities.
- Trusted leader who prioritizes staff well-being, champions professional growth, and supports and models a positive work-life balance.
- Expert teambuilder who delegates well, maximizes staff contributions, and holds self and others to high levels of accountability.
- Experienced in hiring, onboarding, overseeing, motivating, and developing professional staff.
- Experience growing and sustaining a strong Board of Directors.

Compensation and Benefits:

This is a full-time, salaried, exempt position with a starting salary range of \$190,000 to \$220,000, commensurate with experience and qualifications. CSNDC also offers a comprehensive and generous benefits package which includes health, dental, vision, group life and disability insurances, FSA savings accounts, a retirement plan, and generous time off. This position is predominately an on-site role with some opportunity for work from home.

Application Process and Additional Information

CSNDC is an equal opportunity employer and views diversity, inclusion, and cultural competence as vital guiding principles in its work. CSNDC welcomes and encourages applications from visible minority group members, Indigenous persons, members of the LGBTQ community, persons with disabilities and others who may contribute to the diversity of the organization and reflect the diversity of the communities served.

Candidates must include a resume and a cover letter, both in PDF format, which describe how qualifications and experience match the needs and mission of CSNDC. A background check will be required of finalists. Applications will be accepted until the position is filled. Upload required documents to:

<https://eostransitions.applicantpool.com/jobs/>.

This executive search is being conducted by Eos Transition Partners consultant, John Tarvin. All submissions will be acknowledged and are confidential, and any questions can be submitted to John at:

jtarkin@eostransitions.com.