

**Codman Square NDC**

**Director of Economic Development**

**October 2020**

Codman Square NDC seeks an entrepreneurial, self-directed management professional to manage its Economic Development department, which has a focus on building assets and wealth within the community.

The position oversees homeowner services; foreclosure prevention; housing rehab lending; financial literacy, small business assistance programs, estate planning and related initiatives. Supports and manages staff, develops new initiatives, interacts with and cultivate funder and stakeholder relationships, manages reporting and related work.

Master's or Bachelor's degree plus 5-6 years progressively responsible and relevant experience, including management/supervisory experience. Must have excellent verbal and written communication skills, as well as strong Excel spreadsheet skills. Experience working in communities of color a plus.

Submit resume and cover letter with salary requirements by December 4, 2020:

Executive Director, Codman Square NDC, 587 Washington Street, Dorchester MA 02124 or submit documents to [laurene@csndc.com](mailto:laurene@csndc.com). No phone calls please.