

## **JOB POSTING: Executive Director**

The [Builders of Color Coalition](#) is seeking a driven, personable, entrepreneurial manager and visionary to lead the development and expansion of programming to increase access and diversity in Boston's real estate sector, and to raise resources to support the mission.

**Hours:** Full-time

**Location:** Boston (flexible location)

**Start Date:** March 1, 2021

**Compensation:** \$60-80K annually depending on experience, plus \$10-20K bonus potential, inclusive of benefits

### **Responsibilities:**

- Oversee the organization, steward the mission, and implement foundational organizational procedures
- Develop and execute programming, primarily educational/networking events
- Raise funding to sustain and grow the organization, with a focus on strong financial health
- Develop, facilitate, and support a strong Board of Directors
- Represent the organization externally and pursue public support, including regular communications
- Other organizational support work as needed, assisted by administrative and event management staff

### **Requirements:**

- Strong experience in program, campaign, community, or organizational management
- Strong organization, communication, and community relations skills
- Background or strong interest in fundraising and public support
- Comfort with Google Docs, Microsoft Word/Excel, or equivalent platforms
- Ability to conduct manual tasks for in-person events (when they resume), including equipment setup/breakdown/transport, with assistance of administrative and event management staff
- *Preferences:* Understanding of diversity, equity, and inclusion work; Understanding of at least some aspects of real estate or land use; Experience with organizational budgeting and accounting
- *Key Characteristics:* driven, self-motivated, self-directed, eager to learn, personable, diligent, flexible

### **About the Builders of Color Coalition:**

The Builders of Color Coalition ([buildersofcolor.com](http://buildersofcolor.com)) is an education, networking, and resource consolidating organization -- working to increase access and diversity in Boston's commercial real estate sector, to create generational impact in expanding economic opportunity. BCC convenes minority real estate professionals across Greater Boston for the purposes of mutual professional development and leveraged access to development projects -- through partnership, financing, and employment. The organization was founded in 2017 and has grown to a base of more than 700 real estate professionals of color and strong connections across the industry and among relevant government entities. To date, BCC has been volunteer-led by its founder and Board President, with part-time paid administrative support, and an engaged 12-person Board. The Board is currently creating a 3-year strategic plan, for completion by spring 2021. The organization has applied for 501(c)(3) status and anticipates receiving this determination by spring 2021.

**To Apply:** Please be sure to read this posting thoroughly. If interested, please email your cover letter and resume to Dave Madan at [info@buildersofcolor.com](mailto:info@buildersofcolor.com) with the subject line 'BCC ED Application'. We welcome diverse candidates.