

INTERIM EXECUTIVE DIRECTOR JOB DESCRIPTION

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Lena Park Community Development Corporation, Inc., (LPCDC) located in Boston, MA is seeking a qualified interim executive director (IED) while an executive search is being conducted for a permanent executive director.

General:

Under the direct supervision of the Lena Park Board, the IED oversees LPCDC's Community Center and directs and administers programs which address community needs through a variety of services. This includes the management of related staff as well as the relationships with community partners and various funding sources.

Responsibilities:

The interim executive director (IED) will be responsible for the following.

- Management and supervision of staff.
- Oversight of programs.
- Financial oversight of community center and programs.
- Management of staff payroll.
- Oversight of resource development and fundraising.
- Review, management and execution of existing contracts except real estate development.
- During tenure be LPCDC's primary representative to its constituents, stakeholders, the broader community and serve as the chief fundraiser, spokesperson, and advocate.
- Serve as staff to the Board of Directors. Ensures that the board has the information and support to function at high level of effectiveness and assist the Board with policy formulation and monitoring as well as evaluation of operations.
- Develops, implements and monitors programs and operational policies and procedures within the community center, defines priorities, and ensures compliance with guidelines established by funding sources, federal, state and city government and the board.
- Oversees building management and security and coordinates maintenance services. Prepares and administers budget and monitors program budgets and reports.
- Supporting fund-raising efforts including developing publicity for use in fundraising campaigns.
- Develops job descriptions and provides on-the-job training to assist employees in performance of their duties.
- Develops training procedures or programs for use by the board and supervisory personnel within the community center.
- Develop strong community partnerships that support: funding, volunteers, training, resource development and the community center's programs.
- Perform other related duties as required.

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Desired Professional Experience and Skills:

- Expertise in managing a community center.
- Experience in executing, managing and evaluating community programming.
- Expertise in community outreach and public relations.
- Experience managing a diverse racial and cultural staff.
- Expertise in working with low-income families and in racially and culturally diverse communities.
- Expertise in fundraising and managing relations with resource providers and external partners.
- Experience with Lena Park's service area which consists of Dorchester and Mattapan neighborhoods of Boston.
- Expertise in the administration of an agency of LPCDC's size.
- Bilingual English/Spanish a plus.
- Some knowledge of community-based affordable housing desirable but not required.

Length of Engagement:

Initial engagement is anticipated to be six (6) months.

Supervision and Reporting:

The IED will be under the direct supervision of the Board as a body but will primarily interact with and take directions/instructions from the Board Chair. In the Chair's absence, the IED will interact with and take directions/instructions from the Board Treasurer.

The IED will report directly to the Board Chair. In the Chair's absence, the IED will report to the Board Treasurer.

Days, Hours and Compensation:

The IED will provide aforementioned management and supervision three (3) days per week at five (5) hours per day. The exact days and hours per day including compensation will be negotiated between the Board Chair and the IED.

Anticipated Start:

It is anticipated that the IED will start during April, 2021.

Selection and Hiring Process:

All initial IED candidates will be interviewed screened by LPCDC's consultant, Dan L. Gibbons of Gibbons and Associates. The Consultant will forward the selected candidate(s) to LPCDC's board for final selection.

Please forward your resumes, cover letters and any inquiries to Dan Gibbons at Maxeffect1@comcast.net. Inquiries directed to LPCDC's board members will be immediately redirected to the Consultant.

LPCDC is an Equal Opportunity Employer. Persons of Color are highly encouraged to apply.

Overview of LPCDC:

Lena Park Access is a community-based organization founded in 1968 by community residents concerned with affordable housing needs and youth development. It has impacted thousands of children, youth, and families as a key service provider of quality affordable housing and effective human services. Services includes residential support, educational workshop, community events including family self-sufficiency.

Further, LPCDC has steadily built a real estate portfolio consisting of six housing developments plus a three-year old state of the art Community Center; all valued at about \$100 million. It has an operating budget of slightly more than 1 million. There are additional opportunities for relevant programming as well as affordable housing for its catchment area within the Dorchester and Mattapan neighborhoods of Boston.