



# COOPERATIVE DEVELOPMENT INSTITUTE

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## Executive Director

For posting 2/15/2023

### About Us

The Cooperative Development Institute (CDI, [www.cdi.coop](http://www.cdi.coop)) is the Northeast's Center for cooperative business education, training, and technical assistance. CDI was founded in 1994 by leaders across industry sectors to build a cooperative economy in the Northeast. Our mission is to work with people in the Northeast to create cooperative businesses, housing, and networks that grow a prosperous, equitable economy. We envision a democratically owned and just economy where everyone can fulfill their needs and aspirations. We support, advise, and provide technical assistance to all sorts of cooperatives.

### About Our Culture

CDI is a virtually based 501(c)(3) non-profit. Our staff enjoy their jobs and appreciate the flexibility of working from home, the commitment to continuous learning, and the interesting and varied work. Because our organization is transparent, accountable, and participatory, staff's ideas and opinions count. We are committed to maintaining this as a priority.

We promote economic prosperity for all through our work, our hiring practices, and our vigorous commitment to cooperative principles. Our organizational practice acknowledges and seeks to eliminate all forms of oppression. By examining bias within ourselves and our organization, we work mindfully to make our board and staff more inclusive. We actively support staff in addressing racism, classism, gender inequality, and all efforts to marginalize anyone. The nature of our work engages us directly with the working poor, the educationally disadvantaged, the elderly, immigrants, and refugees. It is our goal to see all of our clients prosper within the cooperative movement.

### About This Transition

CDI is in the midst of a major transformation. CDI's previous Executive Director led the organization for 13 years, transitioning a small handful of staff to an organization with multiple program areas. When this leader stepped down in Fall 2022, CDI's Board of Directors hired an experienced Interim Executive Director to keep the organization stable, focused, and productive through the transition phase. CDI has used the interim period to reassess the organization's needs, analyze its programmatic goals and obligations, and clarify roles and responsibilities. Our year of transition will culminate in 2023 as we hire a new Executive Director who will work with us as we update our strategic initiatives, carefully examine our business model, and lead our organization through its next phase of existence. The new permanent Executive Director will ideally have a 30-45 day transition period with our outgoing Interim Director.

### About this Position:

CDI is on the cusp of a major cultural and operational shift – moving from a scrappy entrepreneurial phase to a more mature and sustainable nonprofit. We are seeking a new Executive Director who can lead the organization through this transformation while helping us retain our core cooperative values.

CDI's next Executive Director will embody the values of honesty, integrity, justice, and fairness, and will respect the rights and views of people of differing perspectives. Our new leader will embrace cooperative values and principles, and will support CDI staff in upholding these in their work with clients and cooperative partners. Additionally, our new Executive Director will understand principles and models of democratic and collaborative management, and will have experience applying them to foster a just and enjoyable workplace.

To succeed in this role, the new Executive Director must have the ability to facilitate difficult conversations, involve staff in transparent and expedient decision-making, and present clearly communicated plans for action. The Executive Director will demonstrate in their work a commitment to the promotion of economic prosperity for all, will strive to eliminate all forms of oppression, and will take action to make our board and staff more inclusive.

### **Position Overview:**

Reporting to the Board of Directors, the Executive Director provides strategic leadership for CDI and is responsible for the overall management of staff and operations. As the public face of the organization, the Executive Director is responsible for building connections, maintaining and establishing relationships with donors and partners, and representing the interests of CDI and its clients.

Key responsibilities of the Executive Director include, but are not limited to:

- 1. Strategic Vision:** *Provide a clear vision and path forward for the organization that promotes organizational and programmatic sustainability*
- 2. Resource Development & Fiscal Management:** *Ensure the long-term financial health of the organization and develop a diversified fundraising strategy*
- 3. Staff Management & Operations:** *Develop and lead a talented team through transparent policies and practices that value participatory leadership and self-governance*
- 4. External Relations:** *Position the organization as an essential resource and a leader in the cooperative development field*
- 5. Governance:** *Engage the board and staff in meaningful participation that furthers the organization's goals, maintains accountability to diverse stakeholders, and strengthens democratic structures and policies*

### **In More Detail:**

#### **1) STRATEGIC VISION**

1. Engage the staff and board to develop a clear vision for the organization
2. Work with staff and board to develop and implement the organization's next strategic plan
3. Work with staff to research, evaluate, and pursue programmatic opportunities that support strategic goals and organizational mission
4. Provide coordination and oversight of programmatic activities and strategic goals
5. Identify, track, and share key measures of success with staff, board, funders, and partners
6. Lead organizational work to set and achieve measurable and meaningful diversity, equity, and inclusion goals

## **2) RESOURCE DEVELOPMENT & FISCAL MANAGEMENT**

1. Work with Finance Director and Management Team to develop, oversee, monitor, and revise CDI's annual budget
2. Ensure the organization has sound financial practices and is in compliance with grant, tax, and other requirements
3. Ensure board and staff have the context and data to make informed financial decisions
4. Work with fundraising staff and Board Fundraising Committee to develop and implement CDI's fundraising plan
5. Develop and maintain relationships with key funders
6. Contribute to the development of Federal and foundation grant proposals, and assist with writing and submitting grant reports, as needed
7. Approve and sign all vendor, grant, and partnership agreements

## **3) STAFF MANAGEMENT & OPERATIONS**

1. Supervise, support, and assist staff reporting directly to the Executive Director, including Program Directors, Finance, Development, and Administrative Directors
2. Demonstrate a participatory management style that invites (but does not require) input from staff, and that successfully integrates this input into decisions and actions.
3. Develop a strong Management Team that works together to carry out the goals of the organization
4. Ensure regular and productive Cabinet, Management Team, and all-staff meetings
5. Provide support for difficult personnel, vendor, client, collaborator situations
6. Ensure that staff are receiving ongoing feedback and annual performance reviews
7. Ensure staff have capacity, skills, information, and resources necessary to effectively run organization's operations and programming
8. Fulfill administrative tasks and otherwise attend to day to day tasks as needed within the Executive Director role

## **4) EXTERNAL RELATIONS**

1. Build strong relationships with stakeholders
2. Position CDI as a thought leader in the field
3. Work with staff to publicize activities, programs and goals of the organization
4. Actively raise awareness about the value of cooperatives and advocate for policies that benefit cooperatives

## **5) GOVERNANCE**

1. Serve as the formal link between Board (including staff-elected Board Directors) and staff
2. Provide regular updates and ensure that the Board has access to appropriate metrics to understand, evaluate, and advise on programmatic, staffing, and financial issues
3. Attend meetings of staff-elected oversight committee ("Cabinet") and work with staff to evaluate, refine, and implement staff-led participatory management processes and procedures

## **Skills and Experience**

1. Experience in a leadership role
2. Nonprofit business management experience, including:
  - a. General non-profit business experience

- b. Experience managing teams and managers
  - c. Budgeting experience
  - d. Fundraising skills and experience
  - e. Working with a board of directors
3. Knowledge of cooperatives and cooperative development
  4. Ability to work with a participatory management approach, involving input from appropriate parties that leads to organizational decisions that are supported by, and supportive of, staff
  5. A commitment and track record of bringing an inclusive and equitable approach to work
  6. Competency with GSuite, Zoom, and conducting remote meetings

### **Preferred/Ideal Attributes**

1. Project management skills
2. Experience working in a dispersed, remote workplace with diverse programs
3. Experience working on and/or developing business models
4. Experience with advocacy, public relations, and/or donor cultivation.

### **Geography**

While this position is remote, an understanding of the region is vital and we are only accepting applications from candidates located in CDI's service area of New England and New York state.

### **Compensation**

Compensation will be based on experience. Starting salary is \$90,000-100,000. CDI offers a benefits program that includes paid time off, health benefits, a home office allowance, and a retirement plan.

### **How to Apply**

To apply, please submit a resume/CV and a cover letter that describes your approach to leading through change. You may also submit a 2-5 minute video in lieu of a written cover letter.

Applications must be submitted through the [CDI website](#). Applications received before April 5, 2023 will receive priority consideration.

The target start date for this position is June 1, 2023.

### **Mental and Physical Requirements**

This position requires frequent typing and other computer work, frequent telephone calls, repetitive hand movements, and occasional driving. Specific vision abilities required by this job include far and near acuity. Performing the duties of this job will require frequent sedentary work while sitting, and walking or standing the remainder of the day. In addition, this position requires occasional organizing, presenting, and the ability to deal with stressful situations. This position will frequently require decision making. Must have the ability to read, write, analyze, implement, evaluate, and consult on all applicable business related manuals, documents, procedures, policies, projects, and materials. Must have the ability to effectively present information and respond to questions from a manager, clients, and the general public. Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule

format. Must have the ability to relate to others, work with others, work independently, concentrate, and perform complex or varied tasks as needed.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Inclusion**

In accordance with Federal law, CDI does not discriminate on the basis of race, color, national origin, sex, age, or disability. CDI is an equal opportunity employer and service provider. We encourage applicants from underrepresented identities.

No phone calls, please.

**Equal Opportunity Employer**

Visit us at <https://cdi.coop/>

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