

Executive Director, Community Development Corporation, Providence, RI

This newly merged community development corporation with a NeighborWorks charter committed to building and sustaining vibrant neighborhoods in the greater Providence, Rhode Island area seeks a professional Executive Director. Our preferred candidate is a creative leader with a fundamental understanding of how to develop, promote, sustain and expand economically and culturally diverse neighborhoods and communities in a challenging fiscal environment.

The Elmwood Foundation and the Greater Elmwood Neighborhood Services CDC's have been serving the greater Elmwood-Providence area for over 30 years. Both of these highly successful organizations have been committed to the preservation, restoration and creation of affordable housing and revitalizing neighborhoods by transforming underserved urban places through rebuilding livable neighborhoods, community assets and resident opportunity. They have an established track record in reclaiming historic properties for affordable housing and commercial buildings while focusing on building and restoring the community. This recently merged organization has over 106 LIHTC units throughout the Providence area with plans for continued future development.

The Executive Director will complete the critical integration of these two highly recognized agencies by building upon the past successes of each and through developing and maintaining partnerships with residents, businesses, other community agencies, funders and government and position the agency to deliver superior results to the community.

The Executive Director will be accountable for the overall leadership, direction and management of the agency's resources to accomplish the CDC's vision and goals. Reporting to the newly named Board of Directors, the primary responsibilities include fund and resource development and management, fiscal management, public and community relations, program operations, board collaboration and leading and developing staff.

This leader of the newly combined CDC is a resourceful steward of limited resources and seeks to develop innovative opportunities to identify prospective funding sources and initiatives that are aligned with the mission. A smart manager, they can effectively leverage precious resources and successfully manage and execute with a budget of approximately \$2,000,000 and an efficient staff.

Key qualities we seek in the Executive Director include:

- Demonstrated success as a leader with a passion and commitment to the community and the work of building and sustaining neighborhood programs.
- Achievement oriented, works to set challenging goals, innovates and improves results and measures outcomes.
- True collaborator and superb communicator, proactively developing effective internal and external relationships, engaging Board members, staff, donors, funders, partners and community stakeholders.
- Key influencer, role model and spokesperson representing the organization, its mission, message and core values.

- Ability to anticipate and facilitate change by considering the long-term mission and the current capabilities and restraints of the agency, funding sources and the community. Can manage ambiguity and persist in the face of obstacles without being easily frustrated.
- Energetic, creative thinker, with an open mind and willing to make strategic recommendations and take positive actions and calculated risks to improve the organization's programming and community outreach.
- Excellent planning and execution skills-able to efficiently build annual and short-term work plans and make sound decisions that respect the input of internal and external partners.
- Cultivates and creates new long term alliances and improves and diversifies funding sources.
- Persuasive and assertive, knowing when and how to move the organization forward.
- Has high standards of fairness and honesty, is candid and respectful of others.

Preferred experience and education:

- Must have a BA/BS degree. An Advanced degree or coursework in Urban Policy or Planning, Community Development or related field highly valued.
- A minimum of 8-10 years senior leadership experience; preferably some experience in a non-profit organization.
- An entrepreneurial leader, with demonstrated experience working in a community based, diverse environment.
- Working knowledge of real estate, finance, creative financing/developing diversified funding streams required.
- Experience leading, building and developing staff to achieve goals and accomplish results in a team environment.

Contact:

This is an exciting opportunity for a dynamic leader who is truly committed to making a positive contribution to the community. Compensation will be competitive and commensurate with experience and qualifications. Ideally the new Executive Director will be able to assume responsibilities for this position by June 15, 2008.

Candidates should submit a resume and cover letter describing their interest in this position and salary history to:

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 Butler & Associates Human Resources Consulting
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For more information visit: <http://www.elmwoodfoundation.org/programs.htm>
<http://www.greaterelmwood.org>