



POSITION ANNOUNCEMENT- December 15, 2011 EXECUTIVE DIRECTOR

The White Center Community Development Association (CDA) seeks a high-performing, strategic, culturally competent, and visionary leader to serve as our next Executive Director. The ideal candidate will have a passion for the CDA mission and its values and be a persuasive communicator and collaborator with diverse resident, organizational, and institutional constituencies. S/he will be able to evaluate and act on opportunities that will help the CDA act nimbly, sustain and thrive in a complex environment, and lead a committed team of staff and volunteers to be catalysts for community change through authentic community partnerships and resident led action.

Organizational Overview

About the CDA

The White Center CDA is a nonprofit organization focused on community development to create and sustain a vibrant White Center neighborhood that is one of the most culturally diverse in the region. Created in 2002 from residents' concerns about the neighborhood's decline, our mission is to promote a vibrant neighborhood and high quality of life for White Center residents through the development of authentic leadership opportunities and community led neighborhood initiatives. The White Center CDA embraces the following core values and operating principles:

- We treat everyone with dignity and act with cultural competency by respecting the values, history and culture of our diverse communities.
- We foster community change that is powered by the community and will benefit current and future residents, especially those that are most vulnerable.
- Community strengths are found by tapping individual, family and community skills and knowledge.
- Leadership development at all ages supports multiple ways for residents to be engaged in community initiatives.
- We engage in strategic partnerships between public, private, and non-profit sectors and the community.
- We develop strategies supported by relying on good data, listening to diverse perspectives, and reflecting on past successes/challenges.

In our early years, the CDA's staff of 1.5 FTEs (full-time equivalents) focused on economic development programs for White Center's downtown business core, community building events and support of affordable housing. We have since experienced rapid growth in size, annual budget and programs as we became the neighborhood intermediary and granting agent for the Annie E. Casey Foundation's decade long *Making Connections* investment in White Center (one of 10 national sites in economically distressed neighborhoods.) As a result, our integration of family development work with our neighborhood revitalization puts us at the cutting edge of the community development field's evolution from "bricks and mortar" to "people and place" strategies. We leverage economic and social benefits by bringing resources

White Center Community Development Association

1615 SW Cambridge Street, Seattle, WA 98106 Tel (206) 694 1082 Fax (206) 658 8344 wccda.org

together, connecting people to a common vision and creating a healthier and prosperous community by strengthening families, schools and businesses. Today the CDA has 11.5 FTEs and an annual budget of \$1.5 million. We have developed a strategic plan to sustain the organization with a projected smaller staff and budget. The CDA has a clean audit, a healthy operating reserve and is well positioned in its funding commitments for 2012.

What we do:

- Hold an annual community summit averaging 400 neighbors to review progress via a community report card and action agenda around shared White Center interests;
- Develop social networks among families to promote literacy, health, economic opportunity resulting in an increase in children's school success;
- Partner to increase resident self-sufficiency through job placement and asset building, development of affordable housing, and strengthening of neighborhood businesses;
- Attract and leverage neighborhood reinvestments through collaborative funding partner convening (e.g. \$28.5 million over 3 years and the development of Unity Village, a new 30 unit affordable housing project in downtown White Center);
- Support a vibrant, diverse business district through marketing, beautification, and technical assistance to small businesses;
- Improve the livability of White Center through collaboration with local jurisdictions to create/renovate 2 parks;
- Engage 2000 residents annually in neighborhood improvement events;
- Manage direct services e.g., Family Connections, FEEST (Food Empowerment Education Sustainability Team), and Unity Village community building.

We are currently engaged in multiple partnerships and alliances that focus both on White Center initiatives and regional efforts to create equity for communities of color and low income communities, e.g., the White Center's Promise Neighborhood Initiative, the Kellogg Foundation's King County Food and Fitness Initiative, the Community Jobs Coalition and the regional Growing Transit Communities collaboration.

Position Overview

The Executive Director is responsible for the overall leadership, direction, operation and financial success of the CDA. The Executive Director reports to the CDA board of directors and currently supervises 4 direct reports at the director level. The responsibilities include, but are not necessarily limited to, the following:

ORGANIZATIONAL AND RESOURCE STEWARDSHIP

Leadership and Strategic Planning

- Ensure CDA's capacity to carry out its vision, mission, and core values and its consistent adherence to and achievement of its mission.
- Acts as the CDA's chief spokesperson, represent its interests and work collaboratively with community partners, funders, the community at-large, and other key stakeholders on opportunities vital to the success of the CDA's programs, mission and intermediary role.
- Lead the development of proactive, short and long term strategic analysis and planning to guide CDA sustainability, growth and health.
- Cultivate a high functioning, efficient and proactive workplace that anticipates, evaluates and makes adjustments as needed in light of CDA program goals and strategic plan objectives.

Administration and Human Resources Management

- Provide overall leadership and motivation to CDA staff, board and partners.
- Ensure the hiring, development and training of a strong, results oriented staff team and coordinate all CDA staff, consultants and contractors.

- Provide ongoing management, leadership, mentoring and development of staff to ensure a competent, diverse and empowered CDA workforce. Manage a comprehensive annual staff workplan and budget development process.
- Lead and implement a staff performance management system for timely feedback, regular evaluation and professional development aligned with CDA priorities.

Fund Development and Donor Cultivation

- Create and implement a fund development plan to ensure adequate revenues for the organization; oversee and direct all fundraising activities.
- Secure funding to meet CDA goals from public sources, corporations and foundations; establish and grow relationships with individual/ major donors.
- Ensure timely and accurate reporting to all fund sources on relevant CDA activities and expenditures of funds.

Fiscal Management and Operations

- Manage the CDA's general operations (budget monitoring, operational audits, facilities management) and other fiscal responsibilities; ensure that all CDA programs and properties are operated in a fiscally sound manner.
- Direct the annual budget development and approval process, ensure expenditures are consistent with adopted budgets and that agency resources are appropriately and responsibly budgeted, managed, invested and allocated to support the agency's short- and long-term goals.

Governance

- Provide leadership and primary support to the Board and its committees, ensuring relevant information for their strategic input, review, or decision-making about annual goals, priorities, budgets and other major policy issues.
- Work in partnership with the Board to recruit, orient and engage new board members with the skills needed to further the CDA's goals. Facilitate effective involvement of board members through board development, as necessary.

COMMUNITY ENGAGEMENT/EXTERNAL RELATIONS

- Represent the CDA and its programs and objectives to community partners, funders, the community at-large, and other key stakeholders; create and implement a broad communications plan and manage public relations and media contacts as necessary.
- Ensure the appropriate integration of community members in all CDA activities, including targeted outreach to diverse communities, community building activities and promotion of community leadership.
- Leads the agency's policy advocacy efforts on community development and neighborhood revitalization issues at the local, regional and national levels by educating and building awareness within key stakeholder communities
- Establish positive working relationships, cooperative agreements and networking opportunities vital to the success of the CDA's programs.

PROGRAM/SPECIAL PROJECT DEVELOPMENT AND MONITORING

- Provide overall organization program coordination and administration, including anticipating and making needed adjustments to program scope.
- Direct project staff and oversee new/special projects or programs undertaken by the CDA as directed by the Board of Directors; ensure interagency coordination, staff allocation, program development and long-term planning.
- Identify trends and issues that may impact project development and oversee refinancing or sale of existing projects when appropriate.

- Represent the CDA to lenders, grant makers, service providers, sellers, and the development community.

Minimum Qualifications

- 6-8 years of progressive leadership responsibilities in an organization and successful management and supervisory experience with a 5-10 person staff
- Knowledge of and commitment to the CDA's mission and values and experience with community and asset based development/organizing, and cultural competency
- Highly developed communication skills (oral and written), interpersonal and facilitation skills including consensus building and conflict management
- Knowledge of resources, policies and programs and experience in some of the following arenas: community development, equity advocacy and community building with diverse communities, education and workforce development, neighborhood revitalization/economic development, affordable housing/real estate development, and project management
- Experience with budget development, proactive management of fiscal issues and successful fundraising and donor cultivation experience
- Bachelor's degree in a relevant field
- Computer skills including word processing, database and presentation software

Preferred Qualifications

In addition to the above minimum qualifications, the ideal candidate will have:

- 8+ years of increasing responsibilities and success in an executive leadership role in nonprofit /public sector organizations
- Proven record of performance in successfully navigating strategic organizational transitions and experience scaling up and/or downsizing an organization
- Experience successfully raising funds from public and private sources and an understanding of and experience with earned revenue strategies for non-profit financial viability
- Reside in White Center and/or possess a broad network of relationships and knowledge of White Center and adjacent neighborhoods
- Demonstrated experience in a majority/all of the following arenas: community development, equity advocacy and community building with diverse communities, education and workforce development, neighborhood revitalization/economic development, affordable housing/real estate development, and project management
- An advanced degree in a relevant field; significant, related leadership experience may be substituted for an advanced degree
- Familiarity with social media

Critical Competencies and Qualities

- **Leading Change.** Able to be both visionary and pragmatic to bring about change. Belief in shared responsibility empowered by informed dialogue and service for the common good.
- **Leading People.** Highly skilled relationship builder and communicator, able to articulate ideas and inspire others to act on behalf of the CDA's mission and vision. Operates in an authentic manner with strong professional and personal ethics, optimism and flexibility.
- **Results and Data Driven.** Savvy user of data to set goals, ensure accountability and course correct. Commitment to ongoing learning, excellence and innovation.

- **Nonprofit Management Acumen.** Strategic in managing human, financial and information resources for optimal use. Realistic about implementation requirements and capacity needs.
- **Entrepreneurial and Nimble.** Skilled in exploring, assessing and cultivating opportunities. Able to anticipate, read between the lines, and negotiate deals.
- **Building Teams & Partnerships.** Able to build strong, positive relationships and collaboration within the CDA, the community and with external partners to leverage resources, influence policy and achieve results.

Work Environment

All employees at the CDA are employees at will. The statements above are intended to describe the general nature and level of work performed by the person in this position, not an absolute or final list of all elements, activities or duties of the job. The candidate selected for this position must pass a criminal history background and credit background check prior to employment with the CDA. The CDA is an Equal Opportunity Employer.

Compensation Package

The CDA offers a competitive salary, DOE and a 100% paid individual medical, health, dental, life insurance and optional 403b benefits package. This is a full time, exempt position.

To Apply

Email a cover letter and resume no later than **5:00 p.m., Wednesday, January 11, 2012** to Wendy Watanabe, White Center CDA Search Manager at search@wccda.org. Please include a statement in your cover letter that attests that all information provided is accurate. No phone calls or email inquiries please.

To learn more about the CDA, visit our website at www.wccda.org