**ED Job Description**

## **Job description**

**Organization Background**

The Blackland Community Development Corporation's (BCDC) mission is to foster a safe, sustainable, inclusive community that strives for social equality by preserving and enhancing the stock of affordable housing and providing supportive programs for Blackland residents. In service to that mission, BCDC currently maintains a mix of single and multifamily properties totaling 53 units and a community center.

**Role Description**

The Executive Director is responsible for the successful leadership and management of the organization to achieve the goals and objectives of the strategic plan. This includes overseeing programs that support BCDC tenants, managing BCDC staff, increasing the number of affordable housing units through land development, and creating a solid foundation that will allow BCDC to scale. More in depth role details below.

**Administration**

* Oversee the efficient and effective day-to-day operation of the organization including supervising a staff currently composed of six part time employees
* Develop and implement an operational plan which incorporates goals and objectives of the organization
* Draft policies for the approval of the Board of Directors and prepare procedures to implement; annually review existing policies and recommend changes to the Board as appropriate

**Housing Development**

* Oversee construction and development projects that includes working with architects, engineers, and city planners
* Procure funding for projects from federal, state, and city entities as well as private banks
* Work with local entities and BCDC staff to ensure grants are correct and submitted by their deadlines

**Financial**

* Be responsible for developing and maintaining sound financial practices
* Seek out funding sources for development projects and supportive programs
* Oversee the development of fundraising plans and grant proposals
* Manage annual financial audit
* Participate in fundraising activities as appropriate

**Networking/Community Contact**

* Establish good working relationships and collaborative arrangements with community groups, funders, politicians, city departments, and other organizations to achieve the goals of the organization

**Board of Directors**

* Lead in developing organizational and financial plans with the Board of Directors and staff
* Carry out plans and policies authorized by the board
* See that the board is kept fully informed on the condition of the organization and all important factors influencing it
* Foster effective collaboration between the Board, yourself, and BCDC staff

**Qualifications and Skills:**

* Bachelor’s degree (optional)
* Experience managing teams
* Experience developing real estate
* Knowledge of the grant writing process
* Experience fundraising
* Detailed and organized

**Additional Desired Skills:**

* Experience with Quickbooks and Excel
* Experience recruiting and motivating volunteers
* Experience with community health projects
* Experience overseeing supportive services
* Experience in green building, passive and renewable energy projects, and community gardening a plus

*Blackland Community Development Corporation is proud to be an equal opportunity employer and a Fair Housing Organization.*

Job Type: Full-time

Salary: $65,000.00 - $75,000.00 per year

Benefits:

* Paid time off

Schedule:

* Monday to Friday

Supplemental pay types:

* Bonus pay

Application Question(s):

* Do you have real estate development experience? If so, please describe.

Education:

* Associate (Preferred)

Experience:

* Nonprofit management: 3 years (Preferred)

Work Location: One location