

## **Executive Director**

### **Qualifications:**

- Degree in business, marketing, nonprofit management or equivalent experience in the nonprofit community.
- A personal vehicle and a valid driver's license.
- Excellent social and interpersonal skills, public speaking experience, and writing ability.
- Familiarity of Northeast Minneapolis including neighborhood subgroups, culture, and residents
- Successful experience working with diverse populations.
- Experience working with citizen groups, universities, faith communities, corporations, foundations, private donors, government, and private developers.
- Relevant experience in management, fundraising, coalition building, marketing, and strategic planning.
- Ability to report measurable outcomes.

### **Responsibilities:**

- Finances, including budgeting, fiscal responsibilities and financial reporting.
- Management of the organization, including a clear sense NE CDC's strategic objectives.
- Personnel management, including all aspects of human resources as well as business management needs.
- Marketing, including development and implementation of marketing plans.
- And, of course, the inevitable "other duties as assigned" that are especially important in an organization going through growth and change.
- Representing the organization in relevant local, regional, and national activities. • Development of strategic plans and collaborative campaigns annually.
- Implementation of plans, campaigns, and projects.

### **Other Requirements:**

Strong organizational, interpersonal, finance, communication, and planning skills are necessary. Team work is essential. Forming relationships with NE CDC's communities and other related organizations are important. Preference will be given to candidates that can demonstrate the broad skill set necessary to guide NE CDC through a time of growth and change.

### **Reporting:**

The Executive Director reports to a board of directors whose members serve three-year terms and are led by an Executive Committee.

To apply, email your resume and a brief cover letter including salary expectations by March 1 to [jobs@necdc.org](mailto:jobs@necdc.org). To learn more about NE CDC, visit [www.necdc.org](http://www.necdc.org).