



EXECUTIVE DIRECTOR

The Community Development Corporation South Berkshire (CDCSB) is seeking an Executive Director. This position reports to the Board of Directors. This position requires a demonstrated skill set of overseeing the development of affordable housing and supporting economic development programs serving our small business community and under-sourced populations.

The ideal candidate will provide an operational role in promoting and continuing the CDCSB's mission of increasing housing units that are affordable and stimulating regional job creation while promoting efforts to expand workforce housing and support small business growth. This position will serve as a thought leader and collaborator to move projects from inception to implementation.

What we do: The CDCSB is a community-based, nonprofit organization formed in 1988 whose mission is to create housing and economic opportunity for low- and moderate-income households in the southern Berkshires. CDCSB, a leader in our community, is a financially sound organization with an experienced board and staff. More information on our organization can be found at <https://cdcsb.org>

Responsibilities Include:

Administration & Operations:

- Lead & manage all staff including hiring and human resources procedures
- Oversee daily operations
- Interface with the Board of Directors and Board committees
- Working with and overseeing staff on executing the organization's mission
- Oversee and ensure the submission of all reporting requirements and annual audits
- Oversee the operational and program finances with the Manager of Finance and Operations
- Oversee the management of CDCSB properties

Strategic planning

- Work with the Board of Directors to develop and update a strategic plan for carrying out the mission of the CDCSB
- Develop and manage an annual budget for the organization with the Board Treasurer and Manager of Finance and Operations
- Set goals for economic development programming with the Economic Development Board Committee
- Set goals for housing development with Projects Board Committee
- Work with the Board of Directors to align staffing with the organization's needs & goals

Outreach & Community Engagement

- Manage the profile of the CDCSB locally, regionally, and state-wide
- Develop and oversee community engagement activities
- Maintain community partnerships with local non-profits and businesses
- Direct/oversee all organizational communications: press releases, e-blasts, newsletters, social media, and other communications

Fundraising

- Work with the Fundraising Committee to set fundraising goals and create a plan to meet the goals
- Implement the fundraising plan including grant search and submission, donor cultivation, fundraising, and community outreach events
- Maintain/grow local, regional, state, and federal professional and funding relationships in community development and related fields
- Create and oversee the submission of local, foundation, bank, state, and federal grants

Housing development

- Manage and develop housing projects
- Develop a housing project pipeline that extends out 5-7 years
- Engage with local and regional development partners
- Secure required permitting and financing for housing projects

Economic development

- Work with the Economic Development Committee to create and expand programs that support the regional small business community
- Oversee CDCSB's Small Business Technical Assistance Program (SBTA)

Qualifications:

- 3-5 years' experience in organizational leadership
- Demonstrated ability to be well-organized, and work independently, with the proven ability to multitask, set work priorities, track projects, and meet deadlines.
- Demonstrated ability to work and communicate with diverse constituents, including colleagues, members of the board, families, donors, and vendors.
- Outstanding attention to detail and ability to proofread work.
- Grant writing is an important part of the job. Candidates should have strong writing and presentation skills.
- Basic nonprofit accounting knowledge.
- Significant technological proficiency, including with web-based donor databases, communication platforms, file-sharing systems, Google Suite, Zoom, and other virtual platforms and technologies.
- Personal qualities of integrity, credibility, and a commitment to and passion for CDCSB's mission and values.
- Passionate about the Berkshires and the people who live, work, and play here.

Compensation, benefits, and flexibility for remote work:

- The position is full-time, with evening meetings and weekend work when required. Candidates must be available for a consistent schedule of in-person community engagement within South Berkshire County. For other related responsibilities, remote work is an option.
- This position's salary ranges from \$115,000 to \$130,000, based on experience and other qualifications.
- Benefits include reimbursement for medical insurance costs, paid time off, and a 401(k) match.

How to Apply

Please send a cover letter, resume, LinkedIn, and social media accounts to jobs@cdcsb.org with "Executive Director" in the subject line. All inquiries and materials will be confidential. Applications will be reviewed on a rolling basis until the position is filled.

The Community Development Corporation of South Berkshire is an equal opportunity employer and is committed to providing a workplace free from harassment and discrimination. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, marital status, veteran status, disability status, pregnancy, parental status, genetic information, political affiliation, or any other status protected by the laws or regulations in the locations where we operate. Accommodations are available for applicants with disabilities.