

The Camden Community Development Association (CCDA) is comprised of community development corporations operating throughout Camden neighborhoods working in partnership to revitalize the City of Camden on issues related to community development, housing, and neighborhood stability through a lens of diversity and equity.

The Executive Director is the lead spokesperson for the organization and is expected to demonstrate strong leadership in the areas of organizational development, advocacy, communications, public policy development, fundraising, and program and personnel management.

The Executive Director is expected to provide strong leadership in organizational development so that CCDA and its partner, the Housing & Community Development Network of NJ, work together to significantly impact the policies, programs, and procedures of Camden city, county government and partner entities related to neighborhood revitalization.

### **Key Responsibilities and Duties include-**

#### **Organizational and Program Development/Management**

- ❖ Work with the Board to prepare an annual Strategic Plan and Workplan for staff and board.
- ❖ Develop, implement and manage all programs in conformance with the Strategic Plan.
- ❖ Staff Board and committees.
- ❖ Supervise staff and manage consultants, if necessary.
- ❖ Create and implement appropriate internal policies, such as personnel and financial management.
- ❖ Strengthen relationships with the membership and other key stakeholders to further program missions and goals.
- ❖ Facilitate communication with and between members and other stakeholders via the organization's informational mailings, meetings and other means to be developed (e.g. newsletter, website).
- ❖ Provide leadership in accomplishing the steps toward full free-standing status of CCDA.

#### **Fundraising and Financial Management**

- ❖ Work with the Board to raise necessary funds for the annual operation of the organization and implementation of its programs.
- ❖ Write proposals and maintain proper reporting requirements and relationships with the fundraising community.
- ❖ Develop operational budget and manage programs within the confines of the budget.
- ❖ Develop and maintain system for internal financial reports and controls, in consultation with Treasurer.

#### **Policy Development and Advocacy**

- ❖ Work with the Board of Directors to plan and implement policy objectives and strategies
- ❖ Develop and strengthen relationships with leaders in civic organizations, government and the private sector.
- ❖ Conduct public relations activities to promote the organization and its members.

#### **Reporting Requirements**

- ❖ The Executive Director reports regularly in writing and in person to the Board of Directors and participates in an annual evaluation process established by the Board.
- ❖ As additional staff are hired, they will report to the Executive Director and will participate in an annual evaluation process established by the Executive Director.

The Camden Community Development Association is an Equal Opportunity Employer: Women and Minorities are Encouraged to Apply.

Send a resume with an attached list of three references (including phone numbers or email addresses) to: camdencommdev@gmail.com

## **Qualifications**

### Required Skills and Experience

- 1) Minimum of 5 years-experience in neighborhood housing and/or economic development, community organizing related to community development, or community development program design.
- 2) Significant experience (5 years or more) in grant writing and grants management and fund raising.
- 3) Two or more years-experience in non-profit administration or management of community development initiatives or community development coalition activities.
- 4) Ability to engage diverse constituencies in developing common agendas and strategies.
- 5) Bachelor's degree.
- 6) Demonstrated verbal and written communication skills.

### Preferred Skills and Experience

- 1) Significant experience (5 years or more) in coalition-building related to policy change.
- 2) Significant experience (5 years or more) in non-profit organizational development.
- 3) Knowledge of current Camden community development issues and relevant NJ programs/policies and agencies.
- 4) Fluency in Spanish desirable.
- 5) Advanced degree in relevant field and broad knowledge of successful community development initiatives nationally is desirable.