

Job Description 2017
Executive Director, Zion Community Development Corporation

The Oberlin Zion Community Development Corporation board invites applications for the position of Executive Director of Zion Community Development Corporation (Zion CDC). The mission of Zion Community Development Corporation is to assist in the long-term stabilization and development of the Oberlin community by coordinating and mobilizing affordable housing, economic empowerment, and educational enrichment resources. This is a full-time / flex-time permanent position reporting to the President of the Zion CDC Board or her/ his Board designee.

Essential Job Functions

Lead agency administration and agency finances including: prepare yearly budgets/budget reports; perform intake for all financial literacy programming participants for homebuyers or entrepreneurs explaining to them the mission of the organization and scope of the coaching relationship; organize all fundraising efforts and community initiatives; manage payroll for staff and timesheets for student interns/workers; manage payroll for contractors and accounts receivable for projects, prepare annual taxes; train, supervise, and evaluate all staff; hire and supervise all interns, work-study students, AmeriCorps/VISTA volunteers; oversee implementation of new programs with city, county, state, and or federal collaborators; maintain and enhance agency visibility, including the production of the annual report; and coordinate strategic planning process with the Board of Directors.

- Oversee the Affordable Green Housing Initiative, including program planning with the Housing Specialist and providing general information to the public on the program. Plan, develop, and coordinate new construction and rehab housing opportunities for residents and future residents of the service area of Zion CDC in concert with the investors, stakeholders, and the City of Oberlin, and designated developer(s) assigned to work with Zion CDC on mutual efforts to improve housing in Oberlin with a focus on the southern area of Oberlin.
- Ensure youth development participation in property maintenance and weatherization program and or other summer apprenticeships.
- Communicate with the city manager or his/ her designee regarding all issues surrounding Legion Field Garden.
- Maintain and develop community health initiatives including but not limited providing advocacy for enrollment in the Affordable Health Care Act.
- Provide leadership in community networking, including: serve on committees as requested by City of Oberlin, Oberlin Public Schools, The Oberlin Project, The Urban League, Homeless Task Force of Lorain County, Oberlin Community Services, etc; organize regular networking meetings, hosting speakers discussing relevant community issues; and reach out to other agencies in the community in order to keep an updated resource list on all available resources for properties within the City of Oberlin and the people that live in them.

Required Qualifications: Bachelor's degree or higher or the equivalent combination of education and experience; demonstrated analytical and strategic planning skills; demonstrated initiative, creative energy and negotiation abilities. Demonstrable skills in fundraising, managing staff, communications, writing, public speaking and management of complex community relationships; ability to work with a wide range of organizations and people; ability to build partnerships; must be results-oriented, focused on quality, ethics and excellence in all professional pursuits.

Desired Qualifications: 3 or more years of progressive experience in planning, management, grant-writing and fundraising; ability to work as the leader of team and to work independently as a member of a team; open, transparent with the capacity to connect people. Proficiency in Word, Excel, Power Point and website management.

Compensation: A base salary will be provided with a bonus structure for meeting goals and objectives set out by the board. Within the range established for this position, the salary shall be commensurate with qualifications and experience.

To Apply: Interested candidates should send cover letter and resume to info@zioncdc.org . Only electronic communications will be accepted. Applications will be accepted and interviews will be scheduled on a rolling basis until such time as a candidate is selected.

Zion Community Development Corporation is an Equal Opportunity Employer.