



## EXECUTIVE DIRECTOR Job Announcement

The Board of Directors is seeking a dynamic, entrepreneurial, proven leader to direct City Heights Community Development Corporation through its next stage of growth and mission impact.

CHCDC is a 501(c) 3 non-profit organization with a mission *to enhance the quality of life in City Heights by working with our community to create and sustain quality affordable housing & livable neighborhoods & foster economic self-sufficiency.*

**Background:** City Heights is one of the most diverse communities in California with over 100,000 residents from all over the world. CHCDC was founded by residents in 1981 in response to deteriorating neighborhood conditions, inadequate facilities, poor infrastructure and a lack of community involvement in redevelopment efforts. By the 1990's, services expanded to focus on developing affordable housing and resident job preparation and placement. Currently, CHCDC is a managing or co- general partner for 366 affordable housing apartments in City Heights. The CHCDC also delivers programs in resident leadership, active transportation and other community and economic development programs.

**Position Summary:** The Executive Director is responsible for the successful leadership and management of City Heights Community Development Corporation. The Executive Director works in partnership with the board and staff to define strategic direction and organizational goals, develop strategic partnerships, and raise the funds needed to strengthen the organization's sustainability and ability to achieve mission impact.

### Near-Term Priorities

- Advancing CHCDC's role as a community development agency in City Heights and the region
- Strategic alignment of economic and urban development with community development
- Expansion of CHCDC's role as a county-wide leader in Transportation Justice
- Development of innovative and diversified revenue streams that strengthen CHCDC's sustainability

### REQUIRED KNOWLEDGE, EXPERIENCE AND SKILLS

- Knowledge of and commitment to community development and affordable housing
- At least five years in the nonprofit/public sector in a senior leadership role
- Demonstrated ability to work with community partners and organization's diverse constituents to develop a strong network with key figures in community development and affordable housing
- Excellent internal and external communication skills, including public speaking, presentation and writing skills
- Bachelor's degree in relevant field required; Advanced degree preferred

### Other Key Qualities

- Behavioral competencies, including accountability; cultural awareness and sensitivity; flexibility and adaptability; collaborative and collegial workstyle; and enthusiasm and dedication to lead and inspire staff, volunteers and donors
- Dedication and commitment to CHCDC's mission
- Bilingual or multiple language knowledge

### **Compensation and Benefits**

Salary Range is \$110,000-\$130,000, based on background and experience. CHCDC offers competitive employer-paid benefits.

**To Apply:** Email in a **single submission:** one-page letter of interest, resume, and 3 professional references to: [search.chcdc@npsolutions.org](mailto:search.chcdc@npsolutions.org). **Use the "Job Code: "CHCDC" in the subject line.** No telephone calls or faxes. Only those applicants selected for the interview process will receive a response. Offer of employment is contingent upon successful background check.

The City Heights Community Development Corporation is an Equal Opportunity Employer. We are actively seeking a diverse applicant pool. All qualified applicants are encouraged to apply regardless of race, ethnicity, national origin, age, gender, physical ability, sexual orientation, gender identity, HIV status, or religious affiliation.