



## Executive Director Position Profile



September 2019



## Organizational Overview

The Northwest Side Community Development Corporation (NWSCDC) has served the economic development needs of Milwaukee's communities since being founded in 1983. The NWSCDC has assisted with neighborhood strategic planning to improve safety, land use planning and development on the Northwest Side to spur retail growth, and numerous business and workforce development programs.

Throughout our 35-year history, the NWSCDC has innovated and adapted to changes in the community and economic development landscape. The innovation, along with the continuity of management and a strong board of directors, has allowed the NWSCDC to thrive in the face of adversity. In the late 1990s, the NWSCDC board and management developed and began to implement a new business model for community economic development. The new model emphasizes leveraging partnerships and collaborating in business creation and real estate transactions. With this new model, the NWSCDC has pioneered efforts to partner with large businesses such as DRS Power and Controls Technologies and Jonco Industries.

The NWSCDC is one of Milwaukee's oldest and most successful community development organizations dedicated to creating new businesses and new jobs in Milwaukee. The NWSCDC will lead the transformation of the Northwest Side of Milwaukee into a preferred destination for businesses and residents. In 2018, NWSCDC was honored as a finalist for Nonprofit of the Year at the 5th Annual BizTimes Milwaukee Nonprofit Excellence Awards.

To learn more, please visit: <https://nwscdc.org/>.

## Position Overview

As the principal executive officer, the Executive Director is responsible for the administration and management of Northwest Side Community Development Corporation in accordance with policies determined by the Board of Directors. In addition, the Executive Director will assume a highly visible role in developing and implementing fundraising and public relations programs. The Executive Director reports to the Board of Directors and is under the general supervision of the President of the Board.



## Primary Duties and Responsibilities

### **ORGANIZATIONAL ADMINISTRATION**

- Recommends policies to the Board and/or assists the Board in the formulation of policies for the effective and efficient operations of the agency.
- Administers NWSCDC's policies and procedures.
- Acts on behalf of NWSCDC in signing all necessary papers in connection with daily business.
- Ensures that all legal obligations of NWSCDC are met, including reports to regulatory bodies and compliance with legislation.
- Oversees the daily administrative functions by organizing efficient office operations.
- Complies with all objectives of Joint Venture Agreements.

### **PLANNING AND STRATEGY**

- Drafts annual organizational plan, with detailed goals and objectives, for Board approval and monitors implementation of the plan throughout the year.
- Develops and implements evaluation system to measure NWSCDC's organizational effectiveness.
- Maintains thorough knowledge of issues as they relate to community and economic development, in order to develop new and expanded program initiatives.
- Provides leadership in developing comprehensive strategic or long-range plans.

### **BOARD OF DIRECTOR RELATIONS**

- Serves as the principal liaison between the Board of Directors and staff.
- Ensures active staff support is provided to the Board committees.
- Presents timely reports to the Board of Directors and Board committees on the status of NWSCDC and projected needs.
- Identifies and recruits Directors and committee members in conjunction with the Board Governance Committee.
- Prepares background materials for, and participates in, Board orientation sessions.
- Provides support to ancillary boards and committees as needed.

### **PROGRAM ADMINISTRATION AND EVALUATION**

- Prepares an annual program plan with staff, in conjunction with the Strategic Planning Committee, for Board approval.
- Supervises the implementation of all NWSCDC programs and services, with monthly or quarterly reports to the Board from the staff.
- Designs and ensures the implementation of evaluation systems to measure program effectiveness, efficiency, and impact.

### **STAFF LEADERSHIP**

- Hires, supervises, and leads management staff of NWSCDC.
- Conducts written valuations of managers according to a standard process on an annual basis.
- Provides overall control and direction for implementation of HR management systems.
- Enforces compliance with all personnel policies and procedures.



## **FINANCIAL MANAGEMENT AND OVERSIGHT**

- Drafts the annual budget for Finance Committee review and monitors implementation of the budget throughout the year once it is approved by the Board.
- Monitors all financial operations of NWSCDC, including supervising asset management, monitoring cash flow, and working with the auditors.
- Protects all physical assets by ensuring proper insurance coverage and adequate security.
- Oversees the management, upkeep and repair of all NWSCDC properties.

## **RESOURCE DEVELOPMENT**

- Coordinates all fundraising activities, in conjunction with the Board's Resource Development Committee.
- Writes and submits proposals to government, foundation, corporate, and business sources, and conducts appropriate follow up.
- Initiates direct mail, membership, and other individual giving programs.
- Supports the Board in organizing special events.
- Meets with current public and private funding sources, and, cultivates prospects.

## **PUBLIC RELATIONS AND OUTREACH**

- Serves as a representative of and spokesperson for NWSCDC within the community.
- Oversees the development of written materials to communicate the messages and images of NWSCDC to its constituents as well as the general public.
- Develops and maintains relations with other peer organizations and the media.
- Directs an active public relations program to increase support and recognition for NWSCDC.

## **Minimum Qualifications**

- Bachelor's Degree required. Master's degree preferred.
- Demonstrated skills and experience in fundraising, Board development, planning, public relations, and human resource management.
- Strong written and verbal communication skills.
- Familiarity with nonprofit accounting/bookkeeping practices and procedures.
- Ability to work with a variety of people from diverse backgrounds and a commitment to developing the skills, talents, and abilities of others.
- Effective networking skills which will enhance the public image and visibility of NWSCDC.
- Flexibility, sense of humor, patience, sound judgment and capacity to work simultaneously on a variety of tasks.



## Instructions for NWSCDC Applicants

For full consideration, please email all items below, combined into one document, to [NWSCDC@leadingtransitions.com](mailto:NWSCDC@leadingtransitions.com) no later than **5:00 p.m. CT on Friday, October 18, 2019**:

- 1. A letter describing your qualifications** for this Executive Director position, including your specific interest in NWSCDC's mission and a **description of your salary parameters**; addressed to: *Mindy Lubar Price, President & CEO, Leading Transitions LLC*
- 2. A detailed and updated resume**; and
- 3. The names of, your relationship to, and contact information for, three professional references.**

### **Please note:**

- References will not be contacted until a candidate has been notified.
- Background checks will subsequently be performed, with candidate permission.
- All inquiries and interactions with potential candidates are kept in strict confidence.

NWSCDC is an Equal Opportunity Employer. No Person in the service of NWSCDC or person seeking admission to the service shall be appointed, promoted, demoted, removed or in any way favored or discriminated against because of race, sex, national origin, disability, or sexual preference, age, or because of his/her religious opinions or affiliations.

*Leading Transitions is committed to the future vitality of community-based organizations. Leading Transitions recognizes the inherent challenges in leadership succession, fund development and executive support. The practice has been refined to provide the flexibility necessary to adapt to the intricacies and dynamics of any organization.*

To learn more about what our firm has to offer, please visit: <http://leadingtransitions.com/>