

ESNDC EXECUTIVE DIRECTOR

ORGANIZATION DESCRIPTION:

The East Side Neighborhood Development Company (ESNDC) is a 31 year old non-profit community based developer serving St. Paul's East Side. It operates housing and economic development programs with an annual budget of \$1.3 million. ESNDC's mission is, "*To foster a safe, diverse and thriving neighborhood by engaging the community to create healthy, affordable housing and support commercial development*".

PRIMARY RESPONSIBILITIES:

Fund Raising

- Raises funds from foundations, corporations, individuals, and government agencies to support ESNDC's work.
- Initiates innovative strategies for new revenue streams.
- Works with Program Directors to secure development fees and program income for specific projects.

Program Development and Implementation

- Ensures that the organization provides the community with a mix of relevant and fiscally sustainable housing and commercial development programs based on the organization's strategic plan.
- Supervises annual work planning for each program.
- Evaluates progress and effectiveness of programs periodically.

Organizational Management and Supervision

- Supervises and works with all staff to achieve effective organizational results.
- Ensures sound financial management, budgeting, & accounting practices.
- Ensures effective implementation of personnel policies and operational procedures.

Board Relations and Development

- Provides accurate and timely information to the directors for governance decisions.
- Provides recommendations regarding alternative courses of action.
- Implements Board policies, goals and constraints.
- Organizes the Board recruitment and development process.
- Links board and staff.

Community and Professional Leadership

- Listens to, works with, and advocates for the community as a whole.
- Promotes residents, property owners, community organizations and businesses working together to improve the East Side.
- Promotes the image of the organization and serves as ESNDC's representative on collaborations and coalitions.
- Helps to develop new leaders among staff, board and throughout the community.

ACCOUNTABILITY

The Executive Director reports to and is accountable to the ESNDC Board of Directors

Qualifications & Skills Desired:

- Demonstrated experience fundraising and securing foundation and government grants and contracts.
- A Master's Degree or equivalent experience in Community Economic Development, Public Policy, or Business Administration.
- Five to ten years of management/administrative/supervisory experience or entrepreneurial experience.
- Ability to supervise highly skilled and motivated staff in a collaborative, team setting.
- Strong knowledge of financial management for non-profits.
- Excellent verbal and written communication skills.
- Experience working with a non-profit board of directors.
- Ability to establish working relationships with other organizations, government agencies, community leaders, and the general public.
- A demonstrated expertise in non-profit housing or economic programs.
- Experience working in a fast-paced, fun, and culturally diverse environment.

How To Apply:

To apply send cover letter, resume, and salary requirements to ESNDC Executive Search Committee:

Mail application to:

ESNDC
925 Payne Avenue, Suite 201
St. Paul MN 55101

Or e-mail application to:

ACallender@esndc.org

Please view posting on our web-site at www.esndc.org.

Application deadline is September 12, 2011.

ESNDC is an Affirmative Action/Equal Opportunity Employer