



## Employment Opportunity

# Economic Development Director

### **About the NDC:**

Codman Square Neighborhood Development Corporation (CSNDC) is a grassroots community organization committed to developing affordable housing and fighting for racial and economic justice by building community power, especially of low- and moderate-income communities of color in Dorchester. Through developing resident leadership, organizing in the community, promoting economic mobility services, and advocating for local environmental justice, we build collective resident power to effect systemic change and transform society. The Economic Development Department works to support business development opportunities for community residents, a stable and economically viable commercial district, a well-prepared workforce with access to jobs, and the creation and protection of wealth in our community.

**About the Economic Development Line of Business:** The Economic Development Line of Business includes key service and program functions that help Codman Square NDC support our community's vision for a stable and economically vibrant business district, abundant employment and business development opportunities for community residents, a well-prepared workforce, and the creation and safeguarding community members' wealth, particularly through growing and protecting homeownership in our community and through small business capitalization.

**About the Position:** The Economic Development Director leads and oversees the Department's current and future operations, ensuring their relevance to the communities we strive to serve, including residents living in CSNDC-developed housing and community residents. The Economic Development Director supports and supervises 5 full-time program staff in the department's multi-disciplinary housing and financial capability counseling, education and services, job readiness and digital skills supports, small business assistance, and case management, and is responsible for managing workflow and contract compliance. Job creation and workforce development is an important focus of this position and a desirable expertise. This position plays a strategic role, working with other agency lines of business and external stakeholders and partners, in pursuit of this work.

### ***General Duties Include:***

- Achieve all client service delivery goals and targets for the department.
- Support and coach the staff of the Economic Development Department to ensure high performance and quality service to residents of our service area.
- Assess and plan for, develop, strengthen and improve housing and financial capability counseling, education and services, job readiness and digital skills supports, small business assistance, and case management programming, identifying and pursuing the necessary additional resources for these program areas.
- Develop and implement marketing and outreach plans for the various services offered by the Department with a focus on reaching low/moderate income, BIPOC, criminal-justice involved,

under/unemployed, and individuals and families otherwise excluded from advancement in mainstream economic and financial systems.

- Refine and develop data management systems and procedures to facilitate timely and accurate monitoring of client outcomes, quality service delivery, contract compliance, and accurate reporting to funders.
- Maintain calendar and workplan for compiling relevant information and reporting on all department program deliverables to ensure 100% fidelity to reporting deadlines.
- Support generation of additional resources for the agency and department through researching and maintaining knowledge of relevant funding organizations and opportunities and contributing to grant proposal development and writing.
- Research, plan for, and execute strategies to increase integration of department services with each other, with other agency programs, and towards the goal of activating clients as agents for change towards more equitable economic opportunities and outcomes.
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- Collaborate with partners such as the Fairmount Indigo CDC Collaborative, other peer CDCs, City of Boston Small Business Unit, Bay Cove Human Services, Boston Public Health Commission, Boston Medical Center, Compass Working Capital, neighboring Main Street organizations, neighborhood associations, to implement appropriate economic development goals.
- Collaborate with Econ-Innovation department in development and coordination of workforce development and employment pipeline strategies and programming focused on increasing community members access to green jobs in the trades.
- Maintain up-to-date knowledge of credentialing requirements and lead efforts to retain relevant certifications (e.g., HUD, NISHEC, CHAPA), as a means of enhancing services and raising additional resources and capital.
- Ensure that service provision, staff certification, data entry, and documentation meet industry standards set by respective industry agencies and funders (CHAPA, HUD, City of Boston, Division of Banks, NeighborWorks America, United Way, Massachusetts Growth Capital Corporation).
- Implement and improve programs and outreach strategies to support residents of Codman Square, including tenants in NDC-developed housing to manage their financial resources, as a housing stabilization strategy.
- Other related duties, projects, and responsibilities as relevant.

***Skills and Qualifications:***

- Bachelor's degree and at least six years of working on economic development related field such as homeowner lending, small businesses development, financial coaching.
- Demonstrated excellent management, program development, supervisory, training, and coaching skills required.
- Bilingual in Spanish or another language predominant in the NDC's service area, and ability to work with colleagues and clients of various socio-economic backgrounds a desired quality.

- Must be able to communicate effectively, with excellent interpersonal, community relations, verbal and written skills.
- Must be able to maneuver and negotiate within a diverse setting and bring people together to achieve community and organizational goals.
- Experience providing, reporting, and managing foreclosure prevention services and familiarity with related client management systems, like Salesforce, CounselorMax, ETO, & HCS.
- Knowledge and experience in a non-profit/community-based setting preferred.
- Ability to multi-task and manage, and negotiate a range of discrete, yet interrelated projects and activities required to achieve community and organizational goals.
- Must be creative with marketing experience, and computer-literate in word processing and spreadsheet programs, with strong financial skills.

**Compensation:** Starting range of \$80,000-\$90,000, depending on relevant experience and equity with other CSNDC employees in similar roles. Benefits include 12 paid holidays, 15 days paid vacation time, 12 days paid sick/personal time, employer-subsidized health insurance, and more.

**Reporting Structure:** This position reports to the Vice President of Operations

**To Apply:** *Send a resume and cover letter explaining your interest in and qualifications for the position to Marcia Thornhill, VP of Operations at [Marcia@csndc.com](mailto:Marcia@csndc.com)*

**Codman Square Neighborhood Development Corporation is an equal opportunity employer. Local residents, people of color, women, and members of the LGBTQ+ community are encouraged to apply.**