



CITY HEIGHTS

Community Development Corporation

JOB POSTING – NON PROFIT ORGANIZATION **Associate Director**

City Heights Community Development Corporation (CHCDC) is a non-profit community based development organization founded by residents over 28 years ago. CHCDC owns and operates directly or as managing general partner over 50 rental properties providing quality affordable apartment homes to 750 families. These families and their neighbors are our core constituency and these properties distributed throughout the many designated neighborhoods of City Heights and adjacent Mid City neighborhoods act as catalysts for resident economic uplift and neighborhood and property improvement investments.

For further information go to www.cityheightscdc.org

JOB DESCRIPTION:

POSITION TITLE: Associate Director

STATUS: Exempt, At Will, Full Time, Salaried

REPORTS TO: Executive Director

SUPERVISES: Property Assets and Operations Manager, Development and Communications Manager, Community & Economic Development Director, Office Manager and Home Based Staff

SALARY RANGE: \$70,000 - \$107,000

The Associate Director is responsible for managing key administrative, supervisory and operational functions that support the work of the Executive Director and the Board of Directors, and enable the organization to carry out its mission and implement the strategic plan to achieve program goals, objectives and outcomes. The Associate Director assists in the leadership of CHCDC by complementing and supporting the Executive Director in carrying out his/her duties, and serving as the acting Executive Director in his/her absence.

Specific responsibilities include the following:

Fulfilling administrative duties by:

- Developing proper systems to safeguard the well-being of the organization and its employees. These include business insurance, technology systems, personnel policies, by-laws, benefits packages, employee performance evaluation system, hiring contracts and all matters related to programmatic and governance compliance requirements.
- Ensuring the aforementioned systems are working properly and in the best interests of the staff and the organization. This includes maintenance of corporate and personnel records and corporate calendar, and noticing for Board, management team and all-staff meetings.
- Ensuring programmatic, project specific, financial and all compliance reports are submitted on a timely basis.
- Preparing and monitoring annual budgets in conjunction with Finance Director and Program Directors.
- Negotiating contracts and agreements with vendors and funders.
- Key support of responsibilities as Managing General Partner in limited partnerships
- Ensure that all corporate meeting and reporting requirements including all public membership procedures are met.
- Ensuring that all corporate matters and filings are met including compliance with Sarbanes-Oxley and California State Nonprofit Integrity Act requirements.

- Serving as the point person for human resources including hiring, retention, benefits package, and safety.
- Ensuring that all staff have job descriptions that are current and reviewed annually.
- Administer public membership and coordinate Annual Meeting.

Managing the day to day operations by:

- Working closely with Program Directors in developing and ensuring implementation of their work plans and achieving their goals for program growth and development.
- Coordinate corporate initiatives and maintain corporate calendar.
- Leads Operation Management team.
- Serves as a member of the Strategic Leadership team.
- Assisting Program Directors to address programmatic and personnel issues as they arise.
- Lead staff professional development initiatives.
- Taking the lead role on interdepartmental projects.
- Taking the lead role with input from Executive Director, Board and other staff in identifying and hiring CHCDC staff.
- Directly supervising Program Directors Office Manager / Home Based staff, Human Resource Coordinator, Resource and Development Manager, Community and Economic development Director and Property and Operations Director.

Qualifications

- Demonstrated familiarity and experience working with nonprofit organizations and nonprofit Boards of Directors
- Demonstrated management capabilities including staff supervision and development; budget and financial management; and fundraising
- Demonstrated ability to be an effective and collaborative supervision in a team setting
- Excellent written and verbal skills
- Demonstrated ability to work collaboratively with diverse organizations.
- Experience in housing development and community economic development a plus.
- Must have a passion and commitment for working with and revitalizing City Heights.
- Must have at least 5 years of experience overseeing Human Resources.
- Must have at least 5 years of experience with contract negotiations and grant/funder negotiations.
- Must have a Bachelors Degree in Business or related field, Master's Degree is preferred.
- Must have at least 10 years of experience in general operations and management.

City Heights Community Development Corporation (CHCDC)
is an Equal Employment Opportunity/Affirmative Action Employer (EEO/AAE).

To make application, please provide brief letter of interest and resume to:
Paul Van Dolah at pvandolah@earthlink.net

Applications must be received by no later than June 23, 2010