

POSITION ANNOUNCEMENT
PRESIDENT & CEO
EL CAJON COMMUNITY DEVELOPMENT CORPORATION

The El Cajon Community Development Corporation (CDC) is seeking an individual to serve as its President and CEO. The CDC is a nonprofit 501(c)3, community based organization whose mission is to develop and enhance the business and residential Downtown El Cajon district. Working closely and in partnership with the City of El Cajon, the organization plays a major role in Downtown El Cajon redevelopment including a leadership role in economic and community development, affordable housing, design guidelines, business development and recruitment, and the coordination of special events. The President & CEO reports to a Board of Directors, is responsive to the business and property owners within the district, and is responsible for the organization's consistent achievement of its mission and financial objectives. ***Only individuals with demonstrated entrepreneurial, executive level and long range planning experience will be considered for interview.***

Specific Responsibilities

Provide vision and leadership for the CDC to accomplish its mission through consistent and timely progress of long range strategies.

Consistently promote and represent the mission, vision, programs and point of view of the CDC.

Provide leadership in developing program, organization, and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.

Encourage board, staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.

Oversee the design and effective implementation of a strategic fund development plan for the organization.

Actively cultivate potential donors/funders and engage in fundraising efforts to ensure that adequate funds, from diversified sources, are secured to permit the organization to carry out its work.

Provide executive review and control over all fiscal affairs to ensure fiscal integrity, cost efficient operations, positive cash flow, and prudent reserves.

Engage appropriate internal and external stakeholders in CDC activities, committees, and strategies, and as necessary, to negotiate solutions to complex problems.

Develop and implement strategies to attain the highest level of support from business and property owners within the district

Maintain official records and documents and organizational compliance with federal, state, and local laws and regulations.

Required Qualifications:

Bachelor's degree in a relevant field, from a nationally accredited college or university; advanced degree preferred.

At least 3 years leadership experience with a nonprofit, community-based organization and board of directors.

At least 3 years experience in economic development, business attraction, and redevelopment preferred.

Successful experience securing funding from government, corporate, foundation, and private donor sources.

Previous supervisory capacity and administrative management of professional staff.

Demonstrated strong financial management skills.

Strong computer literacy with proficiency in current software including Microsoft Office Suite, database systems, and email/internet.

Excellent social and interpersonal skills, public speaking, and writing ability.

Demonstrated effective community outreach and responsible collaboration; verifiable reputation for positive relationships with government, business & civic groups.
A demonstrated commitment to integrity and honesty.

Desired Qualifications:

Experience with PBID and BID certification/recertification highly desired.

Experience with CHDO, CDBG and similar programs

Preference for business and real estate development experience.

Knowledge of El Cajon and other San Diego East County Communities

Compensation:

Base salary \$75,000 - \$90,000, depending on qualifications, with potential performance bonus of up to 10% of annual salary, subject to recommendation and approval of the Board of Directors. Benefits include medical/dental insurance and paid vacation.

To Apply:

Submit a cover letter describing your qualifications for the position, a current resume with salary history, and responses to the Supplemental Questionnaire to CEOapp@downtownelcajon.com by March 26, 2010. No phone calls please. Receipt of application will be acknowledged; only those selected to interview will be contacted.

Supplemental Questionnaire

Limit your responses to one, typed, single spaced, minimum 11 pt. font per question.

Aim for brevity with substance.

1. Describe your leadership style and the organizational conditions in which you will thrive.
2. Describe strategies you have employed to gain support from individuals/groups with disparate agendas or beliefs from your own.
3. Cite specific examples of fund raising efforts you have managed, indicating target and actual amounts generated. Please describe your overall fundraising strategy.
4. A performance goal for the incoming CEO will be to implement a training and development program for Board Members. What steps would you take to achieve this goal during the first year?