COMMUNITY DESIGN CENTER OF ROCHESTER SEEKS

Executive Director

APPLICATIONS ACCEPTED ON A ROLLING BASIS

PLEASE SEND COVER LETTER & RESUME TO
APPLY@CDCROCHESTER.ORG

CDCR promotes the creation of vibrant, equitable, and resilient communities by engaging, educating, and empowering stakeholders in crafting purposeful design.
Community Design Center of Rochester (CDCR) is seeking a dynamic, motivated, and passionate individual to serve as our next Executive Director. Reporting to the Board of Directors, the Executive Director is the chief executive and administrative officer of CDCR. The Executive Director has overall operational and financial responsibility for operations of the organization, including managing programs, external relationships, staff, and volunteers to implement CDCR’s mission and strategic plan.

Life is better in well-designed spaces because how well we build impacts how well we live.
• Competitive salary and paid time off commensurate with experience and qualifications.

• Flexible work environment, including hybrid work schedule and flexible hours.

• Opportunity to meaningfully shape the growth and direction of a financially stable non-profit organization that seeks to improve the Greater Rochester region through purposeful design and engagement.

• Ability to define the job description and hire a complementary support staff person upon hire.

• Support from a committed 10-person board of directors; 100% of the board financially supports the organization and has historically had a “working board.”

• The organization recently completed a multi-year strategic planning effort, which resulted in a high level strategic implementation plan to guide the organization’s growth and development through 2024.
LEADERSHIP & MANAGEMENT

- Provide strategic leadership, vision, and direction for CDCR in program development and implementation, collaboration and partnership, public relations and marketing, advocacy, and management of the day-to-day operations.
- Be the external visible face of the organization and a key guiding force monitoring internal capacity, resources, and skill levels to yield high quality work.
- Manage and maintain strong connections and sound working relationships with staff; board; partnering agencies and organizations; and municipal, institutional, public, and private sector stakeholders; as well as the media.
- Hire, develop, and engage CDCR staff and volunteers.
- Manage day to day operations of the organization including one staff position (currently), multiple volunteers and volunteer committees, a physical office and gallery space, and an annual operating budget of approximately $150,000.

PROGRAM

- Ensure continued success and future expansion of the award-winning Reshaping Rochester Lecture Series, currently in its 17th year.
- Oversee the annual Awards program as both a meaningful community recognition event and as an organizational fundraiser.
- Craft and implement direct service programming, such as community engagement facilitation, vision planning, and design charrettes, to support communities and stakeholders to advance community-driven design processes.
- Track, evaluate, and report outcomes of CDCR programs and projects to ensure success from a mission and operational perspective.

COMMUNITY RELATIONS

- Serve as spokesperson for the organization, building visibility and garnering goodwill.
- Manage existing and cultivate new relationships, both internally and externally to advance the mission of the organization.
- Coordinate advocacy efforts in accordance with the strategic plan.

ADVANCEMENT

- Coordinate and implement fundraising efforts and related relationship building activities.
- Use innovative approaches to pursue fundraising opportunities and sponsors.
- Build financial strength through development of diverse resources to support both existing operations and future growth.
- Manage public and private grants to ensure compliance with all funder requirements.

QUALIFICATIONS

- Passionate about CDCR’s mission and services.
- Bachelor’s degree required; advanced degree in the field of public administration, business management, planning, architecture, or design-related field strongly preferred.
- Superior verbal and written communication skills.
- Minimum of 5 years of experience in the architecture, design, or planning field; or in non-profit administration or any related field.
- Must have experience in direct supervision of staff.
- Experience in non-profit administration and managing volunteers strongly preferred.
- Entrepreneurial and self-motivated in production of work, business development, and fundraising.
- Basic technology skills including: Zoom, social media, and computer literacy.
- Helpful but not required: licensed design professional with mapping experience.
MISSION
CDCR promotes the creation of vibrant, equitable, and resilient communities by engaging, educating, and empowering stakeholders in crafting purposeful design.

VISION
To be the recognized leader of quality community planning and design, catalyzing improvements in the public realm and championing citizen engagement in the process.
OUR STORY
CDCR was founded by members of the American Institute of Architects Rochester Urban Design Committee and officially chartered as a 501(c)(3) nonprofit in 2003. The Charter of the Congress for the New Urbanism and AIA 10 Principles for Livable Communities guide the work of CDCR.

We are unique as the Finger Lakes region’s only nonprofit organization committed to promoting design and planning excellence for the built environment, and we actively explore partnerships with groups that share a common vision for vibrant, equitable, and resilient communities.

OUR SPACE
CDCR has called The Hungerford Building home for nearly two decades. A former industrial building in the City of Rochester, it has found new life as a home to artists, craftspeople, restauranteurs, residential tenants, and businesses.

The Hungerford is part of the Public Market District and Neighborhood of the Arts. Our office is physically accessible and highly visible affording versatile areas in which to hold educational events, conduct meetings, and host exhibits.

We share our office with local sustainable transportation advocacy group, Reconnect Rochester. We frequently coordinate programming efforts and host joint events.
OUR IMPACT

Community design is a movement focused on the creation and management of environments for people. Serving Rochester and its surrounding nine county region, we are one of a handful of community design centers that are self-sustaining, meaning we aren't associated with a government agency or academic institution. Our independence allows us to put the community’s best interest at the forefront of our work.

OUR PROGRAMS & ACTIVITIES

We fulfill our mission through education, advocacy, and community engagement:

Reshaping Rochester Lecture Series (Education) This annual series features engaging experts from around the world. It aims to open dialogue around urban planning/design strategies and issues of equity that contribute to the revitalization of our region.

Reshaping Rochester Awards (Advocacy) Our awards recognize exemplary regional initiatives and projects that positively impact people, neighborhoods, and the larger Rochester community.

Community Charrettes & Vision Plans (Engagement) We coordinate and facilitate intensive planning workshops that bring together community members and design professionals to collaborate solutions and visions for cities, towns, and neighborhoods. Recently, our work with the El Camino community in 2016 came to fruition as La Marketa at The International Plaza.
APPLICATIONS

Please send cover letter and resume to apply@CDCRochester.org with subject line: CDCR Executive Director.

Applications accepted on a rolling basis until ideal candidate is found.

*We are an equal opportunity employer, committed to diversity, equity, and inclusion.*

SEARCH TEAM

**Monica McCullough** CDCR Board President  
**Gene DePrez** CDCR Board Member  
**Natalie Anderson** Former CDCR Board Member