



## Executive Director

*Who owns the future of the Bronx?* The Bronx Cooperative Development Initiative (BCDI) is a community-led effort to build an equitable, sustainable, and democratic local economy that creates shared wealth and ownership for low-income people of color—what we call *economic democracy*. [Read more about our work here.](#)

We are looking for an Executive Director to lead BCDI's ongoing efforts to develop, coordinate, and implement strategies, partnerships, and projects to realize our vision for systems change in the Bronx, where people share ownership over the resources in their community and participate equitably in deciding how they are used. As Executive Director, this person will be the public face of the organization and will be responsible for ensuring the success of the team as a whole.

### Values:

As an organization committed to collective ownership and governance, social, racial and gender equity, and community power, we are looking for a person who will embody these values when building coalitions, developing and supporting leaders within the organization, and crafting a strategy to advance towards our vision. Ultimately, we're looking for someone who is able to lead and foster collective ownership of this work within BCDI and throughout the Bronx.

### Job Responsibilities:

The Executive Director will be responsible for the following areas:

#### Strategy Development, Coordination, and Management

- Starting with BCDI's existing vision and model, lead the development of overall strategies for long-term, Bronx-wide, systems-level impact in partnership with BCDI's board, external partners, and program directors.
- Manage and coordinate the directors of BCDI's four existing programs (the Planning and Policy Lab, the Bronx Innovation Factory, the BronXchange, and the Economic Democracy Learning Center) as they develop strategic plans and ensure that they are aligned with our overall vision.
- Support and coordinate efforts to develop and manage key strategic and institutional relationships, including community and labor leaders, anchor institution executives, elected and government agency officials, academics and foundation officers.
- Drive and coordinate efforts to continue expanding the network and building the organization's capacity for launching and growing new pieces of the model.

#### Fundraising and Financial Management

- Monitor and strengthen the financial health of the organization.
- Increase current organizational fundraising efforts, deepen current funder relationships, and expand funding sources.

- Oversee all matters related to compliance and budgeting, in partnership with the staff and board, including managing, assisting in developing, and reviewing budgets and expense reports.
- Support the establishment of organizational processes to allow for scale.

#### Staff Management, Leadership Development, and Board Management

- As the leader of BCDI, develop and support the leadership of the program directors. Ensure their work is coordinated and aligned towards a common vision and advancing common strategies. Support their efforts to move their individual projects from initial implementation to Bronx-wide impact. Identify relevant coaching and professional development resources to enhance their work.
- Foster an organizational culture of collective ownership, decision-making, and leadership.
- Manage, evaluate, and develop program staff. Ensure each is successful in their roles through regular team coordination and individual leadership development.
- Cultivate relationships with board members and key strategic partners, both collectively and individually.
- In partnership with the Board President, engage the Board in fiscal, program, and policy oversight, and in strategic planning, fundraising, and coalition building.

#### **Required Skills and Competencies:**

- At least 10 years of experience, including 5 years in a senior management role, preferably in the fields of urban planning, community development, economic development, or public policy.
- Deep commitment to racial, gender, sexual, and economic justice, and to ending oppression in all its forms.
- Track record of success in fundraising.
- Experienced in long-term planning and strategic planning.
- Demonstrated ability to inspire, connect, and develop relationships with diverse stakeholders for coalition building, community organizing, and leadership development.
- Ability to manage budgeting, administration, and operations of an organization.
- Experienced in managing people, building a team, and developing leaders.
- Expertise in two or more of the following topics and fields: community and economic development, urban planning, public policy, and community organizing.

#### **Preferred Skills & Experiences:**

- Fluency in Spanish and/or another language that is commonly spoken in the Bronx.
- Experience living and working in the Bronx and NYC.
- Deep knowledge of NYC & Bronx civic and economic landscape.

#### **Compensation:**

Salary \$85,000 to 95,000, commensurate with experience (total compensation with benefits \$100,000 to \$110,000), with room for growth as the organization grows.

#### **To apply:**

Please email resume and cover letter to [jobs@bcdi.nyc](mailto:jobs@bcdi.nyc) with "Executive Director" in the subject line. **Interviews begin December 1, 2019 and applications will be reviewed on a rolling basis.**

People of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.

BCDI is an equal opportunity employer and prohibits discriminatory employment actions and treatment against employees and applicants for employment based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, past incarceration, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by law, as is harassment based on any of the above-protected categories.