Title: Executive Director of Northwest Side CDC
Supervised by: NWS CDC Board
Classification: Salaried, full-time, exempt
Tentative Start Date: March 2020

NWSHC Background and Mission:
The Northwest Side Housing is a community-based organization that serves Belmont Cragin and the greater Northwest side of Chicago. Our mission is to respond to the needs of the community by leveraging resources to improve the economic well-being and quality of life in Belmont Cragin and the surrounding communities.

In 2018, the NWSHC spent nearly a year working with community residents and members of the board to create a subsidiary Community Development Corporation. In 2019, the CDC officially launched. The mission of the Northwest Side CDC is to provide the Northwest Side and Belmont Cragin with the tools and resources to preserve affordable housing, prevent displacement, and provide business development assistance to local small businesses.

NWSCDC Core Organizational Values:
Our work is relational, innovative, responsive, data-informed, and resident-led.

Job Summary:
The Executive Director of the Northwest Side CDC is responsible for running the day-to-day operations of the NWSCDC including managing staff, raising funds, implementing and evaluating programs and coordinating strategic alignment and partnership with NWSHC. The programs of NWSCDC are rooted in the Avenues for Growth plan to help ensure all efforts promote equitable investments and are aligned with the Belmont Cragin Quality of Life Plan (both plans are attached to this job description as appendices). Specifically, the Executive Director is responsible for projects that include but are not limited to, the following.

Program Development and Implementation (approximately 60%)
- Work with CDC Staff to implement the Tax Increment Financing-Neighborhood Improvement Program (TIF-NIP) and assist in the creation of small-dollar loans to help seniors behind on their property taxes.
- Increase the amount of affordable rental housing projects through coordinating redevelopment plans with developers and local elected officials.
- Work with CDC Staff to help bring tools that help reduce housing cost burden for renters and homeowners on the northwest side.
- Explore the creation of a new Chamber of Commerce/Special Service Area (SSA) for Belmont Cragin.
- Work to expand the usage of programs such as the Small Business Improvement Fund (SBIF) and to expand the geographic scope of the Neighborhood Opportunity Fund (NOF).
- Work with the CDC Board of Directors to explore becoming a Small Business Administration Center (SBA) and cultivate a strong relationship with the Department of Business Affairs.
- Create program work plans and goals and evaluate all programmatic efforts of CDC.
- Develop and manage NWSCDC’s annual budget, including presenting regular financial reports to the CDC Board of Directors.
- Strategically represent NWSHC/CDC in the community; at local and national conferences, events, coalition workshops, and/or trainings.
- Explore the possibility of becoming a Community Housing Development Corporation.
- Work with the Executive Director of the NWSHC to market CDC initiatives through grassroots outreach and relationship building.

Operations and Staff Development/Supervision (approximately 35%)
- Oversee day-to-day operations of the CDC, including the management CDC staff.
- Strategize with the NWSHC Executive Director and the Director of Organizing to develop new funding relationships and cultivate existing relationships with possible funders including an assigned portfolio of bankers, institutions, other granting sources, and/or government agencies. Attend site visits and solicit funders as needed.
- Development strategic partnerships with the Department of Planning and Development (DPD) and Department of...
Housing (DOH) and key elected officials
- Participate in networking and community relations activities to raise the visibility and help maintain and grow NWSCDC programs and services
- Manage the relationship with Second Federal Credit Union and ensure the community is able to access and is aware of the CDCs office and co-location with the credit union
- Assist with the management of the CDC Board of Directors

Other (5% of the position)
- Attend and actively participate in required educational programs and departmental and staff meetings
- Protect organization's value by keeping the information confidential
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Perform other duties as assigned by Board of Directors

Qualifications:
- 3-5 years of previous non-profit office experience is required
- Master's degree in Public Policy, Business, or Political Science preferred but not required
- Successful Experience in grant writing and fundraising
- Familiarity with and experience in Not-for-profit organizational management
- Previous supervision experience required
- Excellent oral and written communication skills, including business letters, proposal content, memos
- Ability to perform duties in a confidential and self-directed manner
- Energetic team player who works well with others
- A demonstrated commitment to social justice, community empowerment, and advocacy
- A detailed oriented person who that thinks creatively and strategically
- Ability to perform multiple tasks within established timelines
- Advanced knowledge of Microsoft Office, Microsoft Access, and Microsoft Publisher.
- Ability to interact with a diverse board of directors

Work Environment:
- This position operates primarily in a professional office environment that is fully accessible
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines
- While performing the duties of this job, the employee is regularly required to talk or hear
- The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 25 pounds and occasionally lift and move objects up to 40 pounds
- Evening and weekend work will be required. Some travel to off-site locations both within and outside of the Chicago metro area will be required
- The workplace is a smoke-free and drug-free environment

Equal Opportunity Employer Disclaimer:
Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, disability, or any other factor determined to be unlawful by federal or state laws, or local statutes.