Cornerstone Corporation
Job Description

Cornerstone Corporation is a Christian Community Development Corporation (CDC) that provides an equitable opportunity for quality, affordable housing to those who would not otherwise have it; empowers constituents to grow their capacity to achieve their life goals with dignity; and collaborates with others for community driven development of the West End neighborhood. Cornerstone Corporation is a 501(c)(3) nonprofit organization.

Cornerstone Corporation is seeking an Executive Director that is responsible for the organization’s consistent achievement of its mission, 10 Year Impact Statement and financial objectives. The Executive Director will be a strategic thinker responsible for day-to-day operations, building and maintaining a strong, diverse funding base, oversight of program development and administration, maintaining relationships with partner agencies, representing the organization in the community, and implementing the long-term plans of Cornerstone Corporation.

Qualifications:

- Bachelor’s degree in business, nonprofit management, urban studies or a related field.
- Knowledge of neighborhood and housing issues, project management, urban planning, real estate and nonprofit management.
- Minimum of 5 years leading a non-profit agency with a budget of $500,000 or more.
- Experience building relationships with donors, funders, and stakeholders.
- Demonstrated success with cultivating and closing major gifts.
- Understanding of nonprofit financial statements and the budgeting process.
- Strong leadership and interpersonal skills.
- Ability to promote partnerships and maintain favorable working relationships among diverse institutions and individuals.
- Experience working with a nonprofit Board of Directors and volunteer committees.
- Excellent oral and written communication skills.
- Strong computer skills.
- Exceptional multi-tasking abilities and comfort with switching between high- and low-level work.
- Desire to build an organization and create structure where little exists.
- High level of personal and professional ethics.

Nonprofit Management Responsibilities:

- Work in collaboration with the Board to implement 10-year impact statement (see below) and develop a new strategic plan that supports that implementation.
- Assist the Board in the formation and implementation of policies, goals, and objectives for Cornerstone to achieve effective financial operation of the organization.
- Manage day-to-day activities of the agency in accordance with sound management and personnel practices.
- Continually work to improve and increase individual and organizational capacity
- Establish and promote positive working relationships with the Board of Directors, funders, stakeholders, and community organizations. Work as a team member with a strong commitment to collaborative work.
- Participate in board development and growth; prepare or oversee preparation of all board materials, plan and attend all board meetings, and provide direct oversight and management of all board committees.
- Keep the Board informed about relevant developments that may impact the agency.
- Promote active and broad participation by volunteers in all areas of the organization’s work.

Budget, Finance and Development:

- In conjunction with the Board, especially the Treasurer, ensure agency’s fiscal health including obtaining and maintaining a stable, diversified funding base and managing cash.
- Oversee grant applications, funding reports, invoices and collecting and summarizing relevant data.
- Identify and cultivate individual, foundation, corporate and governmental relationships for the purpose of promoting Cornerstone’s mission and generating funds for the organization.

Marketing and Communications:

- Be the face of and represent Cornerstone in various community meetings that bring visibility to the organization.
- Assure the organization and its mission, programs and services are consistently promoted and presented in a strong, positive light.
- Expand all aspects of communication – from web presence to external relations – with the goal of creating a stronger brand.
- Increase resident engagement in community development efforts.
- Publicize the activities of the organization, its programs and goals.

Staff Management:

- In conjunction with the Board, develop and annually review personnel policies.
- Lead, hire, train, inspire, motivate, and guide staff toward common goals by maintaining a climate that attracts, retains, and motivates a diverse staff of top-quality people.
- Recruit and support volunteers.
- Provide clear and consistent vision, including aligned goals and objectives, to the staff.
- Maintain personnel records and carry out personnel policies.

This is a full-time/exempt position. Salary is commensurate with experience. Resumes accepted through August 21, 2020.

Please submit resume, a cover letter and 3 references with contact information to board.cornerstonestl@gmail.com