



## **CITY HEIGHTS**

COMMUNITY DEVELOPMENT

4001 EL CAJON BLVD. SUITE 205.  
SAN DIEGO, CA 92105  
619-584-1535  
WWW.CITYHEIGHTSCDC.ORG

### **Associate Director Job Announcement**

For the past 40 years, City Heights Community Development Corporation (City Heights CDC) has led grassroots campaigns to bring more health-supportive housing, infrastructure and a thriving local economy to City Heights, a dense, immigrant community in Mid-City San Diego. We are a place-based non-profit organization which applies a social equity lens to how we develop programs and campaigns in order to meet the evolving needs of City Heights residents. The Associate Director position is a new role at an exciting transition time in our organization as we expand to meet the most urgent needs in the San Diego region, with particular emphasis on the community of City Heights. We are also moving forward on our anti-racist commitments to internal organizational health, tenants' rights, and anti-displacement development policies.

The Associate Director reports to and supports the Executive Director, and is responsible for active strategic thinking, fund development activities, and day-to-day administrative and operational functions of the organization, including overseeing the communications and human resources teams.

#### **Responsibilities**

##### **Vision & Strategy (20%)**

1. **Inspiring Leadership** - Provide effective and thoughtful leadership by building strong relationships with stakeholders at all levels of the organization including community partners, local stakeholders, policy makers, volunteers, and the Board while continually reinforcing CHCDC's mission and vision.
2. **Strategic Vision** - Provide vision and motivation, assisting in the implementation of the strategic plan, including budgeting for future programming, staffing, training, space, infrastructure and system needs that will help the organization more effectively carry out its mission with a focus on excellence and continual quality improvement.
3. **Strategic Analysis** - Provide thoughtful, reasoned and objective analysis of strategic issues and programs for the Board of Directors, leaders, directors and management team to assist in decision-making processes.

##### **Program Oversight (25%)**

1. **Systems Thinking** - Working in close and continuous collaboration with the Executive Director (ED), manage the functioning of the daily operations, drive the plans, metrics, and accountability systems, as well as the inter-departmental team structures, and communication and information systems for the organization.
2. **Proactive Leadership** - Working with the ED, lead and support the director's team in proactively identifying and responding to new opportunities and threats facing City Heights.
3. **Improve Systems** – Analyze and improve existing, and establish new, systems for monitoring program progress, including overseeing the adoption of project management programs.

##### **Staff Development (25%)**

1. **Culture builder** - Drive a high-performance, value-centered culture and staff, with measurements including growing staff engagement and improving recruitment/retention.
  - a. Implement practices and develop new policies that reinforce CHCDC's values, promote professional well-being, increase staff retention, and encourage long-term staff sustainability.
  - b. Identify and apply work culture-deepening initiatives and initiate honest and critical conversations about CHCDC work culture.



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- c. Act as the senior-level advocate for all team members to the Executive Director and director's team, leaning in to hear staff's voice.
  - d. Foster a working environment that is learning and growing together. Provide training and staff development opportunities for all staff, building a supportive environment and enhancing the staff's professional capabilities through training and coaching.
2. **Investing in People** - Responsible for supervising HR staff
- a. Provide guidance and oversight to strengthen the current performance evaluation structure and process, ensuring a smooth, intentional and proactive evaluation process.
  - b. Oversee the process of conflict resolution within the organization as needed to build a cohesive, relationship-driven work environment.
  - c. Oversee recruitment, on-boarding, selection, hiring and training for new staff including drafting and updating job descriptions, conducting interviews, hiring and training.
  - d. Update organizational personnel classifications and compensation levels.
  - e. Lead efforts to celebrate successes within the organization for our programs and staff.
3. **Fiscal Oversight** - Work with Directors and Program Manager team to monitor income and expenses.

### **External Relations (30%)**

1. **Relationship Focused** - Strengthen and develop additional programmatic partnerships that will help current programs and deepen ties to community leaders, funders and broader community stakeholders.
1. **Collaborative Fundraiser** - Partner with internal and external stakeholders to drive fundraising goals.
  - a. Collaborate with ED and Corporate Ops team to develop a comprehensive fundraising plan for CHCDC, including all sources of revenue and implement fundraising plan with Corporate Ops team and management staff.
  - b. Collaborate with and support the Executive Director and Board of Directors with identifying and connecting to fundraising prospects for unrestricted revenue and in-kind donation support.
2. Coordinate with the ED and Communication & Marketing Manager to promote the organization and its programs

### **Qualifications/Skills:**

- Commitment to the mission and vision of the organization
- MBA or other advanced degree; Bachelor's degree accepted with additional relevant work experience
- Demonstrated development and fundraising experience and success in a nonprofit
- Minimum of five years of personnel, operations and fiscal management experience, preferably in the nonprofit sector
- Ability to think, assess and act decisively in handling multiple tasks concurrently
- Experience in budgeting, supervising programs, and supervising program evaluation
- Excellent internal and external communication skills, including public speaking, presentation and writing skills
- Demonstrated relationship-building skills; possesses solid judgment, critical thinking skills, and a sense of teamwork and community
- Experience in or with multi-cultural/lingual communities
- High proficiency in all areas of Microsoft Office to include Outlook, Word, Excel and PowerPoint



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- Experience with website management and administration (WordPress) a plus
- QuickBooks and Salesforce experience a plus
- Second language competency a plus

### Hours and Compensation

- 40 hours per week, exempt
- Annual starting salary range: \$85,000- \$100,000 depending on experience.
- Medical, dental, and vision insurance
- 401K retirement plan with employer match
- Employee Assistance Program
- Generous paid time off and 11 holidays per year

### Additional Benefits

- Offices are closed every other Friday (9/8/80 schedule)
- Flexible and remote work schedule available
- City Heights CDC is committed to the professional growth of all employees and provides training opportunities accordingly.

### Work Environment/Culture

- **Family Friendly.** CHCDC provides a family friendly work environment making it possible for employees to more easily balance family and work, and to fulfil both their family and work obligations.
  - Family friendly practices/policies:
    - Every other Friday CHCDC offices are closed for employee day off
    - Flexible, remote work schedule available
    - Parental Leave – unpaid leave offered in accordance with State of CA PFL (Paid Family Leave).
- In compliance with City Heights CDC's mandatory vaccination policy, all employees and volunteers are required to be fully vaccinated against COVID-19. New employees will be required to provide proof of full vaccination as a condition of employment.

To apply: Please send your resume and cover letter to [lafernea@cityheightscdc.org](mailto:lafernea@cityheightscdc.org). The position will be open until filled.

CHCDC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CHCDC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



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