

Ohio CDC Association
Job Posting – Executive Director
Columbus, Ohio

The Ohio CDC Association is a statewide membership organization that fosters vibrant neighborhoods and improves the quality of life in all communities through advocacy and capacity building of our member agencies.

The Ohio CDC Association is seeking an Executive Director who will be responsible for the organization's ongoing efforts, fulfillment of its mission, and financial objectives. The Executive Director must have a keen understanding of leading a non-profit organization, serving as an external ambassador to the community, and should possess the strategic vision and leadership to move the organization forward.

Primary Job Responsibilities

- Supervise staff responsible for training and technical assistance services in affordable housing, community economic development, economic development programs, public policy development activities, and special projects as applicable.
- Oversee recruitment of trainers, technical assistance providers, and consultants for programs.
- Provide legislative advocacy and policy development activities for affordable housing, community economic development, and financial education.
- Provide support and staff Board of Trustees meetings, committees, and annual retreat.
- Fiscal management, including approval of transactions, cash flow management. Prepare the annual audit, operating budget and workplan.
- Plan and implement fundraising activities. Prepare requests to local, state, and federal governments, foundations, corporations, and other sources.
- Represent the CDC industry to institutions and agencies involved in community development and to the public at large on a local, state, and national level

Preferred Qualifications

- Master's Degree in field related to community-based development.
- Minimum of five years' experience in management of statewide programs or coalitions related to the field of community-based development, or Executive Director of a CDC, or as a program director or coordinator of programming for CDCs.
- Minimum of five years' experience in fund development, including federal, state, foundation, and corporate grants.
- Minimum of three years' experience in public policy development and legislative advocacy pertaining to the field of community-based development

We offer a competitive salary, benefits package, and a supportive and dynamic work environment. EOE. To apply, please submit your resume and cover letter to ohiocdcsearch@gmail.com no later than December 15, 2022.