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# SOUTH FLORIDA COMMUNITY DEVELOPMENT COALITION

## Position Description: Executive Coordinator

**Mission:** To support and advance the affordable housing, economic development, and community building strategies of our membership.

### **Summary of Position:**

The Executive Coordinator (EC) works under the administrative direction of the Coalition's Board of Directors. He or she is responsible for the successful planning and operations of the organization, including leadership, resource and membership development, policy advocacy, program development, administration, finances, personnel and public relations.

The Executive Coordinator must be able to organize the membership to respond quickly to new challenges, and work with the board to develop well-conceived solutions that meet the needs of the members. This position requires excellent leadership and communication skills, experience working with collaborative membership organizations, knowledge of best community development practices, and demonstrated effectiveness in raising funds and managing staff and resources.

### **Scope of Responsibilities:**

Coordinate long-term planning and day-to-day operations of the organization to further its mission of education and advocacy for its members.

- **Leadership**
  - Assist the Board of Directors in its annual strategic planning process, including the development of an annual budget; support the Board in fulfilling its governance function.
  - Develop and maintain effective partnerships with other organizations to foster cohesion within the community development field in South Florida.
  - Represent the organization to media, government, private and public funding institutions, and the general public.
  - Foster collaboration among members.
- **Resource and membership development**
  - Work with the Board to develop and implement revenue strategy; seek and develop new funding sources to sustain Coalition operations, including adequate staffing; build relationships with private, public, and corporate funders; develop grant and sponsorship proposals.
  - Recruit and retain members; market the Coalition through services, communications, programs and promotion of accomplishments of Coalition member organizations.
  - Develop and implement a marketing strategy for the Coalition and its members.
- **Policy Advocacy**
  - Develop the Coalition's public policy presence among local policy setters, including county and city elected officials and staff.
  - Develop and implement public policy priorities and initiatives with the Board and appropriate committees.
  - Work with partner organizations to facilitate policy advocacy activities.

- **Program Development**
  - Plan and implement program activities, including training and development events on relevant issues.
  - Work with board members to develop the Community Development Institute; carry out and/or oversee activities of the Institute.
  - Inform and connect Coalition members and partners to resources; provide regular email newsletter and update and maintain website.
- **Administration**
  - Coordinate regular Coalition activities, including board, committee, and member meetings.
  - Manage organization's financial operations; regularly review financial reports and implement necessary adjustments; administer all contracts, including grant reporting; and maintain accurate records.
  - Hire needed personnel based upon availability of funding and authorization to hire by the Board of Directors; develop and maintain a sound plan for personnel management, including staff development and succession; oversee and supervise staff in implementing administrative functions, projects, programs and other activities of the corporation.
  - Develop and implement procedures and controls to promote communication and adequate information flow among staff and with the Board of Directors.

**Qualifications:**

- Strong leadership experience, especially in a collaborative environment. Excellent oral, written and interpersonal communication skills. Demonstrated ability to effectively and tactfully communicate with people at many levels. Demonstrated ability to develop and maintain effective working relationships.
- At least 3 years of experience in nonprofit leadership; strong experience in community development.
- Experience in fundraising and resource development, including successful completion of grant proposals.
- Ability to think and plan strategically and to successfully manage operations. Ability to set priorities, allocate resources, follow through on activities, respond quickly to concerns and ideas, and constantly evaluate and improve projects and efforts.
- Skilled in using Word, Excel, Outlook, and QuickBooks; familiar with website development and database management.
- Bachelor's degree required; Master's degree preferred.
- Travel to meetings and members' offices and occasional long distance travel to conferences required.

Please send resumes via email ([andreab@floridacdc.org](mailto:andreab@floridacdc.org)) or fax (305-751-2228).