

Rainier Valley Community Development Fund (RVCDF) Executive Director Job Description

Purpose of the Position

The Executive Director provides leadership for the RVCDF, enabling the RVCDF to fulfill its mission in Rainier Valley. Responsible for overall RVCDF management, including strategic planning, board support, organizational and administrative management, partnership and fund development, program operations and community engagement.

The person in this position has a proven record of successful management, partnership development, board interface, and financial management and operational oversight of both business and real estate lending.

Reporting and Scope of Work

The Executive Director reports to the Board of Directors and is responsible for all tasks necessary for successful operation of the RVCDF.

Responsibilities

Strategy and Planning

- Implements strategic plan and RVCDF Operating Plan, makes recommendations to the board for any changes to existing plan
- Develops and presents annual business plan to the board for approval
- Uses performance measures to demonstrate implementation of plans
- Works effectively with board, community, and staff to support the mission of the RVCDF

Organizational, Financial and Administrative Management

- Assures that all policies and procedures adhere to the Operating Plan and RVCDF governing documents.
- Works with board committees as they perform oversight requirements, reports with adequate detail for operational transparency and decision-making
- Ensures that organization has appropriate systems, technology and operations in place for effective operations
- Oversees and manages development, design and delivery of program initiatives, assuring that all activities are consistent with operating policies and procedures
- Develops performance measures, monitors and ensures quality assurance in all aspects of RVCDF operations
- Leads, motivates and develops staff and interacts with board to promote passionate commitment to achieving the mission of the RVCDF
- Actively monitors loan portfolio and reviews each lending transaction

- Ensures staff diversity and appropriate skills through on-going staff development, and performance management
- Oversees preparation of annual budget and all other financial documents
- Works with CPA to ensure accurate and timely financial recordkeeping and reporting
- Responsible for timely filing of taxes and maintenance of all licenses, insurances and renewals
- Negotiates contracts within operating requirements and guidelines
- Manages reporting and invoicing processes with City of Seattle
- Maintains executive director and organizational master calendars

Partnership and Resource Development

- Develops and/or executes partnership plans to promote the RVCDF and Rainier Valley
- Works with board members, stakeholders and potential partners to bring resources to Rainier Valley for job creation and community development
- Identifies and secures funding resources to expand RVCDF capacity
- Manages reporting and invoicing to partners to ensure strong on-going partnerships

Community Engagement and Public Relations

- Effectively tells the organization's story to media through interviews, press releases, and all other types of media engagements
- Keeps board members informed about community events and activities
- Markets programs and activities to Rainier Valley and wider community
- Uses web site and other tools for public information and engagement
- Develops and maintains broad base of support for the RVCDF among the various diverse community constituencies

Knowledge, Skills and Attributes

Knowledge

Resource and partnership development resulting in job creation and economic development

Team Building

Methods for engaging the community and in planning activities that benefit all sectors of the community

Non-traditional lending processes and procedures

Business and financial technical assistance methodologies and processes

Experience in business and real estate lending

Skills

Ability to handle multiple tasks concurrently

Ability to work effectively with people of all cultures, races and economic backgrounds
Able to work within tight deadlines, pressures of public and media expectations
Excellent interpersonal skills
Open to coaching
Able to coach or cross-train as requested
Team building expertise
Ability to support and encourage professional development of staff
Analytical and problem solving skills
Decision making skills
Effective verbal, writing, and listening communication skills
Attention to detail and high level of accuracy
Effective organizational skills
Proficient computer skills including spreadsheet, presentation and word processing, and e-mail

Personal Attributes

The Executive Director must maintain strict confidentiality in performing all assigned duties and in knowledge of any business or personal matters of clients, staff and board members.

Additional Personal Requirements:

Be strongly committed to economic development and to the mission of the Fund
Be honest, trustworthy, and respectful
Possess cultural awareness and sensitivity
Be flexible
Demonstrate integrity and sound work ethics
Able to manage effectively in a small office environment with significant interpersonal interaction

Education and Preferred Experience

MBA in Finance or related experience
Minimum of ten years of work experience, seven in community development and five in management of community development fund and/or leadership in community economic development
Demonstrated success in increasing the capacities of a community development fund to support small businesses, non-traditional borrowers, and under-served communities

Salary and Benefits— Salary range \$105,000-125,000. Excellent benefits

References --Finalists will be asked to provide a minimum of three references

The Rainier Valley Community Development Fund does not discriminate in services, contracting and employment based on race, color, creed, sex, age, nationality, sexual orientation, or the presence of any mental or physical disability.