

Community Development Resources (CDR) Executive Director Position

Community Development Resources (CDR) is looking for an Executive Director. CDR, headquartered in Lincoln, Nebraska, is a non-profit, certified Community Development Financial Institution (CDFI) providing loans and technical assistance to micro-entrepreneurs, small business owners and community development projects throughout Nebraska. CDR mainly serves low-to-moderate income individuals, women, minorities, and persons living in economically distressed areas.

It is the mission of Community Development Resources to create economic opportunity and strong communities by providing capital and technical assistance to develop and fortify small businesses.

The Executive Director (ED) will have overall strategic and operational responsibility for CDR's Staff, programs, expansion and execution of its mission. The Executive Director (ED) will report directly to the Board of Directors during its regular meetings. The successful candidate will have and/or develop a deep knowledge of the field, core programs, operations, and business plan.

Please visit CDR's website at www.cdr-nebraska.org to learn more about the organization.

Responsibilities

- Responsible for ongoing program excellence, rigorous program evaluation and consistent quality of finance and administration, fundraising, communication, and systems; recommend timeline and resources need to achieve the strategic goals.
- Actively engage and energize CDR's board members, committees, partnering organizations and funders.
- Develop, maintain and support a strong board of directors; and serving as ex-officio of each committee.
- Hire, train, develop, and coach CDR staff.
- Ensure CDR has effective systems for tracking and evaluating programs; and communicating information to the Board.

Fundraising & Communication

- Support the organization's present and future mission.
- Responsible for fundraising and developing other resources necessary to support the organization's mission.
- Refine all aspects of communication from web presence to external relations, creating a stronger, more recognizable brand.
- Develop and use external presence and relationships to garner new opportunities.

Administration, Legal and Compliance

- Provide appropriate administration systems and ensure organization compliance with applicable laws, rules and government regulations, as well as principles of sound organizational management.

Representation of Community Development Resources

- Serve, with the Board President, as chief spokesperson for the organization and see that the organization is properly represented to economic development partners, lenders, city officials and the business community.
- Undertake as many presentations, talks or appearances as possible to increase the visibility and promote the mission of Community Development Resources.
- Develop and maintain relationships with other related organizations that provide economic development.

Planning & New Business

- Design and complete strategic business planning.
- Begin to build new partnerships to expand current programs; develop new programs in the future.

Required Qualifications

- Bachelor's degree in Business or related field with 5+ years of lending experience; or equivalent combination of education and experience. Experience with SBA lending a plus.
- Significant experience in staff supervision, program design and evaluation, budgeting, development, volunteer development, and organizational problem solving.
- Demonstrated leadership, record of accomplishment and commitment to resource and community development; both public and private.
- Excellent communication, analytical, administrative and interpersonal skills, with prior supervisory experience.
- Proficiency in Microsoft Office and ability to learn new software platforms specific to the SBA 504 program and related to marketing and outreach.
- Demonstrated ability to develop and manage a strong professional team.

Preferred Qualifications

- Experience in Business and/or Consumer lending.
- Experience supplying Business Counseling to businesses.
- Experience with Human Resource management.
- Experience working with Board of Directors.

Salary and benefits commensurate with experience and qualifications.

Community Development Resources (CDR) is an equal opportunity employer.

Please send resume, cover letter, and salary requirements to: cdrexecutivedirectorjob@gmail.com