

# **Madisonville Community Urban Redevelopment Corporation**

## **Executive Director**

### **Job Description**

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The Madisonville Community Urban Redevelopment Corporation (MCURC) is a 501c3, nonprofit, community development corporation focused on improving the quality-of-life for all in Madisonville through economic and community development activities. MCURC seeks a visionary and dedicated Executive Director with experience, creativity, and a collaborative approach to lead the organization into the next phase of its work. The Executive Director will work with the community to advance neighborhood priorities, support resident leadership, and continue efforts to revitalize Madisonville, respecting the neighborhood's history of being a racially and socio-economically mixed community.

### **Responsibilities:**

#### **Community Development**

- Develop and maintain effective relationships with community members and stakeholders through proactive and attentive outreach.
- Maintain and support MCURC programs: homeownership development, business district revitalization, neighborhood activation, community programming, parks and trail improvement, residential and commercial real estate development.
- Advance MCURC's role through housing and economic development real estate projects.
- Foster strategic and effective working relationships with residents, civic and community groups as well as the business community and anchor institutions within Madisonville and surrounding areas.
- Promote existing MCURC investments and advance further coordination of resources within the neighborhood/community.
- Actively participate in organizations at the local level to keep apprised of community development trends and inform public opinions on relevant issues.
- Foster relationships with local government, non-profit and community organizations.
- Ensure MCURC-led community events are well organized and well executed.
- Represent MCURC through public speaking opportunities.

#### **Administration & Finance**

- Oversee and monitor day-to-day operations and finances, including developing and administering annual budget, and overseeing the annual audit process.
- Responsible for overseeing all grant agreements and ensuring grant requirements are met and all necessary reports and documents are submitted accurately and on-time.
- Oversee all fiduciary responsibilities by providing required tracking, reporting, communication, and other processes, as required by the Board, stakeholders, and other entities.
- Coordinate Board/Committee meetings not limited to agenda setting and logistics.

- Assist in building the Board with a diverse combination of experienced individuals who bring the knowledge, perspectives and commitment necessary to run the organization efficiently and responsibly.
- Hire, manage, develop, and evaluate staff and interns.
- Manage professional services like accounting, insurance, consultants, and contractors.

### **Fundraising and Sustainability Development**

- Explore potential sources of funding to sustain the organization and enable it to meet obligations, and to develop and fulfill projects in accordance with its mission.
- Cultivate relationships with individuals, institutional, and governmental funding sources.
- Work closely with the Board to develop fundraising strategies.
- Understand and communicate effectively the goals and mission of MCURC and its alignment with neighborhood planning and goals.
- Develop grant proposals and oversee effective implementation of awarded funds based on funding source requirements. Be responsible for grant writing and reporting efforts.
- Act as the organization's spokesperson to press contacts and through speaking engagements.
- Develop strategic financial plans and oversee their implementation.

### **Desired Qualifications:**

- 5-7 years of experience in neighborhood development work.
- Bachelor's degree in relevant field required (urban planning, real estate development, public administration). Master's Degree preferred.
- Demonstrated ability to attract and sustain philanthropic funding.
- Experience in staff supervision and the development of high performing teams.
- Marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
- Strong written and verbal communication skills.
- Demonstrated experience managing multiple projects requiring a fine attention to detail.
- Proven ability to work in culturally and ethnically diverse environments. Understanding of race, class, and gender dynamics, and ability to work through complex social issues.
- A commitment to equitable community development and asset-based community development.
- Commitment to the MCURC mission and the Madisonville Quality-of-Life Plan.
- Willingness to work outside the "9-5" expectation, such as weeknight and weekend commitments.
- Working knowledge of nonprofit real estate development, from project conception to completion, including knowledge of urban planning, zoning, real estate finance.
- Ability to inspire trust and to motivate staff and partners.
- Other duties as assigned.

### **Compensation**

Dependent upon the applicant's qualifications, our compensation package is commensurate with the applicant's level of education and experience.

## **Application Process**

To apply for the position of Executive Director, please submit a cover letter describing your unique background, experience, and/or skill set that qualify you for this position. Please email your letter and a resume to [mcurcjobs1@gmail.com](mailto:mcurcjobs1@gmail.com) with "Search Committee" in the subject line. Applications will be accepted until the position is filled.

The Madisonville Community Urban Redevelopment Corporation is an Equal Opportunity Employer.