

EXECUTIVE VICE PRESIDENT, NEIGHBORHOOD DEVELOPMENT CENTER TWIN CITIES

Organizational Overview: NDC mission is to build neighborhood economies from within. NDC builds strong entrepreneurs. Entrepreneurs build strong neighborhoods. More information at www.ndc-mn.org.

The Neighborhood Development Center (NDC) is a non-profit, community development financial institution providing integrated business services to low-income community entrepreneurs to start and grow businesses in their own neighborhood. These business then enrich the economic and social fabric of the community.

NDC is a thriving organization with 28 employees and an ever-expanding mission to provide more services in more neighborhoods in the Twin Cities and beyond. As a nationally recognized model of community development done right, NDC's programs have trained more than 5,000 low-income neighborhood residents develop a business plans and financed nearly \$20M of their dreams. Currently more than 600 are open for business, employing over 2,300 people at an average wage of \$12 an hour. Disadvantaged entrepreneurs have gotten a solid path to prosperity, while the quality of life in their neighborhoods has increased.

Position Overview: The Executive Vice President will serve as a critical member of the Executive Team and report to the Founder and Chief Executive Officer (CEO). The Executive VP will provide leadership, management and support to the Twin Cities programs and operations of the Neighborhood Development Center.

The CEO will mentor the Executive VP to transition oversight of operations and programming while the CEO develops and oversees the growing portfolio of state and national replication programming. The Executive VP will be the lead staff to oversee the effective implementation of all NDC Twin Cities programs and administration including the oversight and supervision of the Chief Administrative Officer (CAO), Chief Financial Officer (CFO) and Chief Program Officer (CPO).

Position Description

Leadership, Staff Management and Organizational Strategy

1. Provide leadership and direction for the overall service delivery and organizational management of NDC Twin Cities, based on NDC's values, mission and strategic plan.
2. Directly supervise the executive team and other program directors as necessary to support a high performing, positive and professional organizational culture aligned with NDC Twin Cities mission and core values. With staff and board, establish annual organizational goals, objectives and work plans, and track results against these goals.
3. Develop and maintain sound and positive relations with organizations relevant to our mission and outcomes, including community partner organizations, city and state agencies, foundations, corporate and individual donors, banking partners, lending partners and elected officials.
4. Represent NDC Twin Cities on select committees and task forces, as well as to the general public and at speaking engagements, conference panels and trainings.

Financial Oversight

1. Work with the CFO and NDC Finance Committee to ensure best practice financial controls are in place, with substantiating documentation available such that all financial activity will pass independent and governmental audits.
2. In partnership with the Development and Communications Director and CEO, provide leadership and direction to the local fund development efforts including grant requests, meeting and communicating with donors and other fundraising efforts as necessary.

Program Oversight and Evaluation

1. Working with the CPO, ensure the coordination, integration, and delivery of all programs, contracts and related services, promoting collaborative relationships between program areas and ensuring that the expectations of entrepreneur clients, boards, partners, funders, constituents, and other stakeholders are consistently met.

Administrative Leadership and Support

1. Working with the CAO, provide the organization with a clear vision and leadership for the Human Resource policies and functions of the organization that meet all legal requirements and fulfill the values of NDC.

Job Qualifications

1. High energy and passion for NDC mission and values.
2. History of transparent and high integrity leadership.
3. Demonstrated knowledge, experience and credibility within neighborhoods and communities similar to places NDC serves.
4. Demonstrated cultural competence and effectiveness in working with a wide range of cultures, income levels and education levels.
5. Proven non-profit management experience and abilities, including:
 - a. 5-7 years senior nonprofit management;
 - b. Close collaboration with boards and staff members;
 - c. Financial management, including budgeting, cash flow, controls and reporting;
 - d. Program design, development, staffing and implementation;
 - e. Fundraising strategies and donor relations.
6. Strong verbal and written communications skills, including public speaking ability.
7. Bachelor's Degree or higher in related field preferred.
8. Preferred candidate will have had previous leadership experience in one or more of the following:
 - a. community economic development;
 - b. small business ownership and/or management;
 - c. small business and real estate lending;
 - d. commercial real estate development and property management.

To apply, submit a cover letter, resume and three professional references to HR@ndc-mn.org. Position is open until filled.