



## **JOB OPENING FOR EXECUTIVE DIRECTOR - TWIN CITIES**

**The NDC mission** to empower entrepreneurs and community partners to transform their low-income neighborhood economies from within. Our work is guided by our values of entrepreneurship, partnership, cultural competency, compassion, collaboration and innovation. More information at [www.ndc-mn.org](http://www.ndc-mn.org).

**The Executive Director – Twin Cities** will report to the Founder and Chief Executive Officer (CEO) and provide leadership, management and support to the Twin Cities programs and operations of the Neighborhood Development Center.

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 34 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 to develop 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.

The CEO will mentor the Executive Director to transition oversight of operations and programming while the CEO transitions to the growing portfolio of state and national replication programming. The Executive Director will supervise an executive team and be responsible for overseeing the effective implementation of all NDC Twin Cities programs and administration.

### **Key Responsibilities:**

#### **Leadership, Staff Management and Organizational Strategy**

- 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.
- 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.
- 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.
- 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**

- Ensure best practice financial controls are in place, with substantiating documentation available such that all financial activity will pass independent and governmental audits.
- 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**

- Oversee all programs of the organization and 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**

- 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. Experience with Twin Cities communities preferred.
4. Demonstrated cultural competence and effectiveness in working with a wide range of cultures, income levels and education levels.
5. Experience in, or extensive knowledge of, small business planning, finance, management, growth and real estate issues.
6. 5-7 years of proven non-profit leadership experience including board development, staff leadership, financial management, program design and fundraising.
7. Strong verbal and written communications skills, including engaging public speaking abilities.
8. Bachelor's Degree or higher in related field preferred.
9. Preferred candidate will have had previous leadership experience in community economic development, real estate lending, and/or commercial real estate development and property management.

### **To Apply**

Position will remain open until filled. Submit information by Friday, June 21<sup>st</sup> to be considered in the first screening. Send cover letter, resume, references, and suggested compensation as one .pdf document to [admin@meyerconsulting.org](mailto:admin@meyerconsulting.org). You will receive an email confirmation when it is received.

Questions? Contact Roger Meyer at [roger@meyerconsulting.org](mailto:roger@meyerconsulting.org) or 651-338-5318.