

## **POSITION DESCRIPTION**

Position: Executive Director  
Program Oversight: ALL

FLSA: Exempt  
Reports to: Board of Directors

**POSITION OVERVIEW:** Collaborating with and reporting to the Board of Directors, the Executive Director (ED) has overall strategic and operational responsibility for Wimauma CDC's staff, programs, expansion, community outreach and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, strategic and governance plans. S/he is also responsible for building relationships with board members, funders, community partners, government officials, faith-based leaders and others to accomplish the Wimauma CDC mission, vision and strategic priorities. The ED position is a new hire and will be tasked with continuing the work of the all-volunteer board & community leaders, while at the same time offering new ways to engage the community. Additionally, the Executive Director will serve as Wimauma CDC's primary fundraiser and spokesperson.

The initial year of work will require the Executive Director to: 1) Review and implement a plan advised by the Board to establish a connected & empowered Wimauma community; 2) Establish the ways the CDC identifies opportunities to drive impact to improve our neighborhoods and community; 3) Further empower community leaders already convened by the Allegany Franciscan Ministry Common Good Initiative and others; 4) Work collectively with board and community leadership to improve board and operational capacity; and 5) Hire additional program staff support necessary to complete agency work.

**ABOUT WIMAUMA COMMUNITY DEVELOPMENT CORPORATION (CDC):** Our mission is to create a healthy and vibrant Wimauma community by engaging and empowering everyone. We envision a diverse and unified Wimauma community that creates opportunity for everyone. Founded in February 1967 as the Citizens Improvement League of Wimauma, the Wimauma CDC (EIN: 51-0625060) has thrived on community partnerships and volunteer commitment. We seek to achieve our mission and vision by focusing on our primary strategic priorities: Education, Economic Opportunity and Affordable Housing. We are currently empowered to serve further as a voice and leader in our community and are seeking to bring on the dynamic and passionate staff/leadership support to work collaboratively with our board, community leaders, partners and residents to accomplish these goals. More information about Wimauma CDC can be found on our website at [www.WimaumaCDC.org](http://www.WimaumaCDC.org).

**ABOUT OUR WIMAUMA COMMUNITY:** Wimauma is a community located in southern Hillsborough County, Florida near Sun City Center and Ruskin. It hosts 2 elementary schools (Wimauma Elementary, Reddick Elementary), and 1 charter school (RCMA Wimauma Academy K-5; RCMA Leadership Academy 6-8). Middle and high school students attend secondary schools outside of Wimauma (i.e. Shields Middle and Lennard High School in Ruskin). Wimauma also features many faith-based entities and churches including Wimauma Church of God, Our Lady of Guadalupe, Iglesia Bautista Peniel de Wimauma and Beth-El Farmworker Ministry. It has a diverse population of 6,373 residents [per 2015 census], is rich with Florida history and includes residents of Hispanic, African American, Haitian and Caucasian descent.

DISCLAIMER: Job descriptions are not meant to be all-inclusive and the job itself is subject to change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. Position description created & approved by Search Committee on 11.17.17.

**THE IDEAL CANDIDATE:**

The successful candidate will have experience and a proven track record in:

- Convening and engaging multi-sector groups, analyzing data and trends to create action plans for volunteer and staff support, and developing community impact-related programs
- Engaging & training stakeholders of various educational, racial, socio-economic backgrounds to move through development, implementation & evaluation of community initiatives
- Facilitating multi-layered decision making with a focus on equity, economic and political inclusion
- Implementing a shared leadership model in the community development (or similar) field
- Leading with passion, innovation and entrepreneurial management of staff, volunteers and community
- Negotiating, consensus-building and representation in various levels of government

**PRIMARY RESPONSIBILITIES:** Leadership, Outreach, Sustainability, Finance, Administration/Management

- Actively engage and energize Wimauma CDC volunteers, board members, committees, partnering organizations, and funders using external presence and relationships to garner new opportunities
- Ensure ongoing organizational excellence through rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Ensure effective systems to track scaling programmatic progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Increase Wimauma CDC visibility across the county and region through a strategic communications plan addressing all aspects of communications—from web presence to external relations - with the goal of creating a stronger brand & community outreach
- Develop, maintain, and support a strong board of directors in partnership with board leadership; serve as ex-officio of each committee, seek and build board involvement with strategic direction
- Hire, lead, coach, develop and retain two program staff to offer support for operational tasks aligned with mission, vision and strategic direction of Wimauma CDC
- Develop a strategic action plan and annual work plan in collaboration with Board leadership for Wimauma CDC while managing, coordinating and monitoring implementation and evaluation of all strategic initiatives
- Partner with existing work in the region including the Common Good Initiative, funder networks, government work groups, child improvement entities, aging adult support, income equity providers, and work on race throughout the county
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication

**EXPERIENCE & REQUIREMENTS:**

- 5+years serving as a nonprofit Executive Director; CDC leadership experience PREFERRED
- 6+ years of experience in leading, planning, performing, delivering results and evaluating community-focused programs
- 6+ years of leadership experience in a role responsible for coaching and mentoring employees, as well as highly visible projects and priorities
- Bachelor's Degree required in public administration, business, urban planning, public policy, social work, or related field. Master's Degree PREFERRED
- Past success working with a board of directors with the ability to cultivate existing board member relationships
- Proven track record of community engagement & alignment activities working with diverse board of varying ages, demographics and cultural backgrounds
- Thorough understanding of and capability to manage organizational finance and communicate with appropriate stakeholders
- Experience in strategic planning and execution of strategic imperatives; demonstrated capability leading others in achieving strategic goals
- Successful implementation of communications & marketing strategies from development to implementation
- Direct experience as a leader sensitive and responsive to diverse group stakeholders including community residents, funders, faith-based organizations, government entities and other community partners
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Program evaluation, marketing & communications campaign experience PREFERRED
- Proven track record in community organizing, fundraising and board engagement
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures

**QUALIFICATIONS & CHARACTERISTICS:**

- Unwavering commitment to quality programs, marketing & fundraising activities driven by evaluative data
- Ability to demonstrate enthusiasm, a strong presence, confidence and leadership among peers, funders, and other stakeholders
- Ability to think strategically and globally to pose scenarios and alternatives, communicating suggestions respectfully to various audiences
- Ability to interact communicate effectively with community leaders, executives, public officials
- Self-motivated, highly resourceful problem solver and quick learner
- Passionate, energetic and enthusiastic about community change & improvement
- Superb strategic communication skills, verbal and written. BILINGUAL (Spanish) PREFERRED
- Public speaking & media experience (all group sizes, ages and backgrounds) a PLUS.
- Flexible schedule with capability to work evenings and weekends as-needed

## COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Conflict Resolution** (Collaboration & Problem solving): Works toward solutions. Deals with conflict collaboratively. Discusses real reasons underlying the problem.
- **Interpersonal style** (Interpersonal Skills, Communication, Teamwork): Relates to people in an open, honest, sincere manner, Treats people with respect, Develops effective working relationships, Is friendly and approachable, Listens attentively to others, Communicates ideas clearly. Communicates appropriately with board, staff & community.
- **Self-Management** (Adaptability, Reliable, Dependable, Self Sufficient, Composure): Adapts readily to changes, Works effectively under stress, Needs minimal supervision, is comfortable working in a fast paced environment. Is reliable, dependable & results-oriented, Maintains productivity & composure under pressure, Views problems as opportunities to create new solutions.
- **Sound Judgment & Decision Making** (Analytical, Quality management, Innovation): Gathers sufficient input before making decisions, Sees interrelationships between issues, Considers alternative solutions, Makes appropriate and timely decisions.
- **Motivation & Initiative** (Ethical, Professional, And Persuasive): Shows commitment to the company and employees. Assertive, takes a lead role. Creates new ideas. Exhibits self-confidence, is achievement oriented has the Ability to be persuasive & is an effective negotiator.
- **Planning & Organization** (Detail Oriented, ability to Multi-task, prioritizes & is goal oriented): Possesses ability to organize, plan and follow-through on multiple tasks. Recognizes and attends to important details with accuracy and efficiency. Effectively prioritizes work, establishes clear goals/plans, anticipates potential problems & analyzes alternative solutions.
- **Leadership** (Develop, Empower, Team Orientation): Committed to develop skills & potential of others; Continues to pursue personal growth; Seeks improvement; Exhibits ability to actively empower others to think, behave, take action, control work and make decisions. Displays ability to work cooperatively and effectively with others at all levels within the organization.

**ADDITIONAL INFORMATION:** Qualified candidates should submit cover letters and resumes via email to Connectivity Community Consulting, the independent consulting firm assisting Wimauma CDC with the search process and its capacity building efforts, at [info@connectformore.com](mailto:info@connectformore.com). Subject line should read: Wimauma CDC Executive Director. Qualified candidates will be reviewed by search committee comprised of board members, community leaders, funders and others invested in the Wimauma community and functionality of CDCs. Salary level is commensurate upon experience but is expected to be within the range of \$75,000-\$90,000 annually with benefits. Executive director reports directly to Board President and will operate within the Wimauma community and remotely as work requires.