



**CITY HEIGHTS
COMMUNITY**
DEVELOPMENT CORPORATION

www.cityheightscdc.org

Jobs · Housing · Neighborhoods

4001 El Cajon Blvd., Suite 205

San Diego CA 92105

619-584-1535

JOB ANNOUNCEMENT

Programs Director, 40 hours per week

[City Heights Community Development Corporation](http://www.cityheightscdc.org) (CHCDC) is seeking a Programs Director to join the team. This is an outstanding opportunity for an individual who wants to support a terrific non-profit organization while gaining professional growth

City Heights CDC

CHCDC has been working in the City Heights community of San Diego since 1981. A non-profit affordable housing organization with 366 units of quality affordable housing, CHCDC advocates for and provides programs needed by the low-income residents of City Heights. These programs include: Resident Self Sufficiency services for the residents of our housing; Economic Development to strengthen local businesses; Workforce Development to increase employment opportunities; Community Safety to work together with residents to increase the quality of life; Neighborhood Enhancement to improve and rehabilitate neighborhood blight and Active Transportation to improve the walking and transit options.

General Purpose

The Programs Director oversees the coordination and administration of all aspects of ongoing community and economic development program delivery, including planning, organizing, staffing and leading program activities. As a member of the Executive Team the Program Director supports the Executive Director, participates in corporate decision making, and provides a key link between Corporate Operations and Program delivery, and a primary point of contact between CHCDC and the local community at large.

Major Responsibilities / Duties

Community and Economic Development

1. Together with the Executive Director and Program Managers, develop annual budgets and operating work plans to ensure effective program delivery and successful outcomes.
2. Together with Program Managers and the Development Director, develop funding proposals for the programs to ensure the continuous delivery of services, and research new initiatives to support program objectives.

3. Monitor the community's responses to CHCDC's program delivery, actively seek dialogue with other community development organizations, and assist Program Managers in liaising with the City Heights Community Planning Group (CHAPC) and other neighborhood groups.
4. Identify policy change opportunities, participate in researching and writing about policy changes, develop issue campaigns, and help identify and mobilize coalition partners.

Program Management Team

5. Work with Program Managers providing clear direction, input and feedback to ensure programs are compliant with funding agreements, delivered within approved budgets and all financial reporting is completed on time.
6. Ensure all Program Managers make use of social media to promote their activities, in accordance with program needs, and receive social media training if required.
7. Develop and manage a program evaluation framework, monitor and measure the effectiveness of program, identify areas for improvement, and assist in identifying and securing resources, as required.
8. Set the agenda for monthly Program Management Team meetings, build team morale and, where appropriate, explore opportunities to innovate and expand the delivery of coordinated services to increase impact and act as liaison between Executive and Program staff.
9. Staff the Programs & Policy Committee of the Board, comprised of Board members setting the agenda in consultation with the Committee Chair, to fully utilize the skills and expertise of Board members and maximize program impact.

Volunteer Recruitment and Management

10. Implement recruitment strategies and a screening process for potential volunteers; develop and administer forms and records to document the volunteer activities.
11. Identify volunteer assignments that provide meaningful work for volunteers and write the volunteer position descriptions in consultation with Program Managers, as appropriate.
12. Plan and implement formal and informal volunteer recognition activities in coordination with Program Managers, to recognize the contribution of volunteers to the organization.

Executive Team

13. Contribute to the ongoing discussion of and solutions to corporate matters and issues presented at Executive Team meetings and planning sessions, providing direct communication between Executive and Program staff.
14. Monitor the deployment of financial and human resources, advise on the implications of policies, strategies, professional standards and changes in contractual or statutory requirements.
15. Foster the effectiveness of the Executive Team through a commitment to professional, courteous and collegial behavior toward the members of the Executive Team.

Education and Experience

- Bachelor's degree required (Master's Degree is a plus)
- 5 years' experience with a Master's degree or 7 years' without in the nonprofit sector
- Minimum of 3 years' experience with staff supervision
- Effective written and verbal communication
- Ability to lead a team to excellence
- Demonstrated ability in staff management, program development and leadership
- Strong project management skills managing multifaceted projects resulting in measurable successes and program growth

Key Competencies

- attention to detail and accuracy
- planning and organizing
- supervisory skills
- teamwork
- strategic thinking
- strong communication skills

CHCDC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CHCDC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

Compensation/Benefits:

- Salary range of \$60,000 - \$75,000, commensurate with experience
- Paid leave (holidays, vacation, and sick leave)
- Employee health benefits
- Life Insurance

Application:

To apply please submit a cover letter including your most recent or current salary, reason for interest in the position, qualifications for the position; and a resume in electronic form to Kendyll Marksbury, kmarksbury@cityheightscdc.org. Applications will be accepted until **Monday April 13th 2015**. Interviews will be conducted on **Friday April 17th**. The anticipated start date is **Monday May 1st**.