

## Executive Director

The Lyndale Neighborhood Development Corporation (LNDC) serves as the community housing and economic development agency for the residents of the Lyndale Neighborhood in South Minneapolis. In the past, this vibrant urban neighborhood has received numerous awards for its innovative approaches to community building, development, and revitalization strategies. The LNDC is a key player in these strategies. Led by a community-elected board and accountable to the general membership of the Lyndale Neighborhood Association, the LNDC facilitates up to 2 million dollars of development annually. The community is looking for a visionary leader to help us build organizational sustainability and address issues of affordability, scattered site development, commercial corridor development, economic development and community wealth creation.

### **Job Description**

The LNDC Executive Director will assist the Lyndale Neighborhood in developing and implementing housing and economic development projects/initiatives as defined by the neighborhood, neighborhood association and the LNDC board. The Executive Director reports to the LNDC Board of Directors and supervises other LNDC staff. The LNDC Executive Director will lead the organization in education, discussion, development, implementation, and maintenance in the following areas:

#### 1) Organizational Sustainability

- Manage the development of the financial resources necessary for all organizational expenses, including administrative, project and program expenses. This includes:
  - Fundraising and grant writing.
  - Building relationships with financial institutions.
  - Developing and implementing strategies for organizational self-sufficiency, e.g. asset management and development projects.
  - Developing the organization's overall budget.

#### 2) Organizational Structure and Processes

- Provide leadership to the board, committees, community and decision making process
- Ensure that the organization's structure and processes enable LNDC to most effectively meet its goals and needs. This includes leading the organization in the education, discussion, development, implementation, and maintenance of an organizational structure and processes.
- Manage and assist the organization's periodic strategic planning process and its implementation.
- Position the organization to take advantage of development opportunities.

#### 3) Housing and Economic Development Programs, Projects and Initiatives

- Facilitate the development of programs, projects, and initiatives to meet the housing and economic development needs and goals of the neighborhood.
- Ensure that the board and corporation are operating with the most current understanding of urban design principles, equity building, affordable housing and effective development.
- Guide the organization to operating in a holistic community development approach.

- Position the organization to take advantage of development opportunities.
- 4) Organization's Human Capacity
    - Facilitate the continued increase in the capacity of staff, board, and neighborhood volunteers engaged in Lyndale housing and economic development programs, projects and initiatives. This includes:
      - Facilitating board development.
      - Increasing volunteer involvement and capacity within housing and economic development programs and initiatives.
      - Promoting professional development for staff.
      - Ensuring that the board receives relevant information in a timely manner.
  - 5) Partnerships and Networks
    - Continue the strong relationship with the Lyndale Neighborhood Association.
    - Develop and maintain strong partnerships and networks with other CDC's , neighborhood associations, business associations, government agencies, and other relevant organizations.
  - 6) Public Relations
    - Lead and prepare LNDC public relations strategies aimed at Lyndale stakeholders, funding sources and other appropriate organizations.

### **Desired Qualifications**

- Experience working as a leader in a community based organization
- Experience working with culturally, linguistically, and economically diverse communities
- Knowledge and experience working in community development including real estate development, community collaboration and community organizing
- Experience in fundraising and revenue generation
- Experience working as the lead staff to a Board of Directors
- Experience working in community development in the City of Minneapolis
- Strong written and oral communication skills
- Supervisory experience in a team based environment
- Non-profit management experience, including financial management (\$1-\$1.5 million annual budget)
- Experience working with multiple stakeholders and developing partnerships