



Job Announcement

Executive Director

Delridge Neighborhoods Development Association

Applications being accepted through close of business 1/26/2007

The Delridge Neighborhoods Development Association (DNDA) announces an immediate opening in the Executive Director position at DNDA, a non-profit community development corporation in West Seattle.

About DNDA

DNDA was formed in 1996 by people who live and work in Delridge and care deeply about the community. Delridge is an economically and ethnically diverse neighborhood in West Seattle, with about 33,000 residents. The founders created DNDA to “to engage neighborhood residents, businesses and institutions in creating and maintaining a thriving Delridge community.”

DNDA is committed to working with and responding to the needs and desires of our community. One of DNDA’s first projects was to facilitate the creation of the Delridge Neighborhood Plan. This City-sponsored planning process involved hundreds of neighborhood residents in developing a document describing neighborhood priorities for community development including housing, open space preservation, community facilities, transportation, and other major community issues. Since its adoption in 1999, DNDA has used this Plan as the blueprint for our work.

DNDA’s major programs are the development of affordable housing and community facilities, the operation of the Youngstown Cultural Arts Center, community building and youth development among the residents of DNDA’s buildings and support for neighborhood volunteer projects. In 2006, DNDA completed the \$30 million “three projects/one community” capital campaign, which involved twenty organizational partners and dozens of community leaders from throughout West Seattle to raise funds for and build three projects which all combined affordable housing with needed community space. The Youngstown Cultural Arts Center is one of these projects. Housed in a 1917 schoolhouse which DNDA placed on the National Register of Historic Places, the Center combines affordable live-work housing for 36 artists with a cultural center that focuses on youth arts education and cultural expression. Youngstown houses five nonprofit arts and education organizations, as well as high quality, low cost arts production facilities available to the public. Also part of the three projects/one community campaign, and currently under construction is the West Seattle Community Resource Center, a facility combining a multi-service social service center anchored by the West Seattle Food Bank with 34 apartments for low income families. The third of the “three projects” is the Croft Place Townhomes, an environmentally sustainable affordable housing complex with a focus on community building. DNDA also built the Delridge Library and Vivian McLean Place, which co-locates affordable housing and the neighborhood’s first branch of the public library and Brandon Court, next to the library with 17 townhomes on top of 4,500 square feet of commercial space. DNDA has an annual budget of approximately \$2 million and owns eight properties with a total of 144 affordable apartments, 4,500 square feet of commercial space and a 25,000 square foot cultural arts center.

DNDA also runs a Youth Development Program for kids at Croft Place, other community building efforts at its buildings, and stewards a variety of community projects. DNDA’s Fiscal Agency program provides organizational support to community groups doing projects such as new playgrounds and

youth activities. DNDA is governed by a 10-12 member Board of Directors which is comprised of a diverse group of long time residents and others engaged in directing the work of the organization.

More information about DNDA can be found at www.dnda.org.

The Opportunity

DNDA is a leader among community development corporations in its focus on holistic development – not just developing buildings but building communities, enhancing the natural environment and facilitating neighborhood empowerment. DNDA is in a strong position, having completed several successful, high profile projects and developing important relationships with public agencies, funders, and community members as well as putting in place new systems within the agency to accommodate organizational growth. The challenge of the coming years will be adapting to the results of our own success – continuing our work in a neighborhood which is now experiencing rapid private development and gentrification, but in which there are still many opportunities to have a positive impact and institutionalizing organizational systems and practices.

The successful candidate will succeed the founding Executive Director, who played a critical leadership role in launching DNDA ten years ago, and in shaping its culture, programs and systems since then.

Key Attributes for DNDA's Executive Director

Collaboration – DNDA's organizational style, and a key to its success, has been the ability to partner with other organizations to achieve what we could not do alone. The new Executive Director of DNDA must be able to communicate our vision to potential partners, be able to share ideas and credit, and be open, honest and responsive to the needs of other groups in our dealings with them.

Communication – Key to DNDA's ability to do our work is communicating our vision to staff, potential funders, partners, and the community we serve. The new leader must be able to articulate the agency vision in a way that inspires and engages others to participate.

Cultural Competence – DNDA operates in a highly diverse community both ethnically and economically. Thirty plus languages are spoken in Delridge schools. DNDA's staff and Board are also diverse. DNDA's new leader needs to be able to work well with a diverse staff and community, and seek to respond to the needs of all of our constituencies in developing and operating our programs.

Political Awareness – DNDA's operating success is deeply intertwined with policy, regulatory and funding realities of local, regional and state government. Building and maintaining relationships in these arenas, understanding how policies impact our work and being involved in emerging policy discussions are key to DNDA's success.

Organizational Leadership/Systems Development – DNDA is transitioning from a small to a mid sized organization, and is needs the management, financial, human resource and technological systems to accommodate that growth. The ideal ED candidate would have experience leading healthy and productive teams of people in both small and mid sized organizations, preferably non-profits, and have insight into the types of systems that would help the agency operate more efficiently.

Community - DNDA's organizational style is professional yet informal, fun and flexible. We strive to build community among the staff as well as out in the community. The ideal candidate would have a demonstrated passion for community.

Other Desired Qualifications

- Existing relationships/connections with local government/foundations

- Demonstrated ability to create, understand and manage complex budgets and financial arrangements
- Reside in Delridge/West Seattle and/or have existing relationships/connections within West Seattle
- Extensive experience working with non-profit Boards
- Demonstrated ability to raise money from a variety of sources

To apply for this position

- Electronic submissions are required to be considered for this submission and only complete submissions will be considered*.
- Send a cover letter addressing your desire, availability and qualification for the position, a resume and list of five professional references to edsearch@dnda.org. The search committee will use only these submissions to rank candidates against the requirements listed in the job description and to select interviewees so please address these requirements directly in your correspondence.
- **Candidate screening and ranking will begin on 1/26/2007**

Persons of Color strongly encouraged to apply. The Delridge Neighborhoods Development Association (DNDA) is an equal opportunity employer. No applicant will be discriminated against because of race, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or sensory or mental or physical disability.

* Call 206.923.0917 x113 for accommodations.

Job Description

Job Title:	Executive Director
Reports to:	Board of Directors
Compensation:	\$72,000 - \$82,000 + competitive benefits package
Manages:	Budget of over \$2 million & Staff of 14 including five direct reports: <ul style="list-style-type: none"> ○ Two Property Development Project Managers ○ Finance Director ○ Resource & Community Development Director ○ Youngstown Cultural Arts Center Director

Job Summary:

The Executive Director is responsible for the overall direction and management of the organization. Primary roles are to serve as the visionary leader for community building and physical development in the Delridge community and to oversee daily operations of this not-for-profit organization. In this capacity, the Executive Director works extensively with all DNDA staff, the Board of Directors, community leaders and the community at-large. Other key roles include budget development and oversight, property development oversight, asset management, and fund development.

Duties and Responsibilities:

Strategic/Organizational Development/Board Support

- Develop DNDA's business/strategic plans with staff input and in concert with the Board of Directors and oversee their execution. Make changes to annual operating plans and performance goals based on the organization's successes and failures.
- Work with the Board and Management Team to develop philosophy and policies covering community development, funding, marketing, public relations, accounting, purchasing, information systems and human resources. Responsible for communicating these philosophies/policies to the Board and employees.
- Make time to meet with members of the community and community leaders to ensure DNDA is in tune with community needs.
- Work with Board of Directors – attend monthly meetings, prepare agendas, prepare minutes, handle all follow-up issues. Draft/maintain by-laws, articles of incorporation.
- Identify DNDA's organizational/capacity challenges and work to refine staffing plans and establish contracting relationships with outside consultants to best run the organization.
- Maintain responsibility for continuous improvement of DNDA's cultural competence to ensure that DNDA respects and celebrates the diversity of its staff and community and that DNDA's programs operate in a way that interrupts institutional discrimination whenever possible.

Daily Management

- Provide direction/support to DNDA employees working on various property and community development programs and projects. Participate in projects as necessary or appropriate.
- Responsible for hiring, training and evaluation of employee performance. Handle disciplinary or performance issues according to DNDA philosophy/policy. Oversee development of human resource programs and employee benefits. Identify staff training needs and coordinate as appropriate.
- Coordinate regularly with Management staff on daily operations. Ensure that team leaders are aware of their roles and responsibilities. Plan and facilitate periodic staff meetings.

Financial Management/Fund Development

- Coordinate process to develop annual budget, operating plan, and performance goals. Goals should be linked to the strategic plan. Communicate annual budget, operating plan and performance goals to all staff and community partners/funders/investors.
- Coordinate with Resource and Community Development Director to identify potential individual and corporate donors and other funding sources appropriate to meet DNDA's needs; make individual and corporate funding requests, write/complete grants requests; manage relationships by providing donors and grantors with information delineating DNDA's progress; and follow-up with grantors who have denied a grant to obtain critical feedback for successfully completing future applications.
- Work with Finance Director to develop accounting procedures for managing and tracking DNDA finances and funds. Communicate DNDA's performance and financial information with Board and employees monthly and investors/funders quarterly or as appropriate.
- Ensure compliance with appropriate employment, tax and real estate legislation at the federal and state levels. Ensure DNDA maintains 501(c)(3) status.

Community Development

- Determine overall direction of community development projects and programs to balance DNDA's mission of creating a thriving Delridge with DNDA's resources for community development efforts.
- Participate in Community Development projects as appropriate to stay involved and up-to-date on DNDA projects and to be engaged with community members.

Property Development

- Set direction for Property Development program including location within the community and project type (commercial, community facilities, affordable rental housing, homeownership, etc.). Delegate work to DNDA property development project managers as appropriate and oversee project progress.
- Responsible for identifying new property development opportunities. Coordinate and oversee research and feasibility of new opportunities. Bring new opportunities to the Board and employees as appropriate for Board decision-making.
- Stay abreast of national, state-wide and local affordable housing policy to advocate for additional resources, understand the regulatory environment and generate support for DNDA's programs/projects.

Asset Management

- Oversee relationship with contract property management company to ensure that DNDA's rental properties are well managed as financial and community assets in compliance with fair housing regulations and lender/investor requirements. Make decisions about tenant evictions, rental housing policy revisions, and use of reserves.
- Provide long term oversight of DNDA's assets to ensure that proper reserves are set aside for needed capital improvements, financing and investor requirements are met and project financing compares favorably to the market.

Youngstown Cultural Arts Center (Satellite Program)

- Maintain ultimate responsibility for making sure that the program direction and operations of the Cultural Center are aligned and consistent with DNDA's overall mission and policies.
- Provide support to Youngstown Staff to make sure that the full strength of DNDA's organizational resources are integrated with the Cultural Center as a satellite program of DNDA.