



## Center For Neighborhoods

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[www.centerforneighborhoods.org](http://www.centerforneighborhoods.org)

Job Title: Center For Neighborhoods Executive Director (Full-Time)

Reports To: Center For Neighborhoods Board of Directors

Office Location: 507 South 3rd Street, Louisville, KY 40202

### **Organization Description:**

For over 45 years, Center For Neighborhoods (CFN) has supported and empowered neighborhoods to create stronger and more vibrant communities using an asset based community development philosophy. We work in relationship driven neighborhood engagement, leadership development education, and community based planning and design, along with a focus on community development, creating a sense of place, and improving the built environment. CFN envisions a Louisville community of unique neighborhoods led by engaged neighbors creating places that provide a high quality of life and equitable access to opportunity for all people.

### **Position Summary:**

CFN is seeking a motivated, skilled Executive Director with experience in nonprofit administration, organizational development, and grassroots community planning and development. The Executive Director oversees the day-to-day operation of the organization working to fulfill and expand the CFN mission; directs the programs and initiatives of the organization including the core areas of Community Engagement, Education and Training, and Planning and Design; as well as manages all administrative functions including Fund Development, Donor Relations, and Human Relations. An important aspect of the position will be to implement the newly adopted three-year strategic plan, including developing and initiating new strategic work in support of grassroots community development in Louisville.

### **Responsibilities:**

#### Organizational Development

- Manage ongoing strategic and business planning; research and evaluate program development opportunities; assure that the organization anticipates the external and internal factors that control success; and develop and oversee needed policies and procedures for governance

#### Community Relations

- Represent the organization at public meetings and events; initiate and strengthen partnerships and external relationships in the private and public sector; and leverage association data for strategic development, new collaborations and programs

#### Fundraising

- Work with the Development Director and Board Chair to develop and manage a fundraising plan and assist in cultivating and soliciting gifts and grants; expand unrestricted funding sources and cultivate new revenue opportunities; and manage Board of Director fundraising efforts to include individual donor campaigns, corporate sponsorship solicitations, and Board giving

#### Program Oversight

- Working with Program staff, contractors and volunteers, develop outcome measures and evaluation for programs; implement programs and policies to meet objectives; and provide direct support to program team

#### Board of Directors

- Develop agendas and fiscal reports for monthly board meetings; provide support to the Board and Committees; and support the recruitment of new Board and Committee Members

#### Staff/Contractor Supervision for Team of Ten

- Manage and motivate staff to accomplish goals in a team environment; recruit staff, interns and volunteers to assist in program work; and develop individual work programs, conduct annual staff evaluations and set performance measures for future work

#### Fiscal Management

- Monitor this \$900,000 organization's fiscal operations, including developing and administrating an annual budget while fostering a culture of fiscal responsibility

#### Experience Required:

- Nonprofit management, including management of budgets and implementation of programs
- Building collaborative and relationship driven community development
- Working in or with community development corporations (CDC)
- Fundraising experience, including relationship cultivation, major gift solicitation and stewardship
- Staff and Board supervision, including leadership, communication and team building skills (experience working with nonprofit Boards is key)
- Developing and implementing strategic objectives to grow an organization

#### Qualifications:

- Understanding of the nature and purpose of CFN with a strong commitment to the CFN mission; experience working in, or familiarity with, neighborhood based community development corporations (CDC) preferred
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community; track-record of building authentic, constructive relationships and collaborations
- Bachelors degree required; Masters degree preferred; education in Urban Planning, Public or Business Administration, Nonprofit Management, or similar fields a plus
- AICP certification or similar credentials preferred
- 5+ years of administrative supervisory experience required with experience in a nonprofit preferred.
- Strong written and verbal communications skills with professional presentation, social media, and philanthropic marketing skills in particular.
- History of progressively responsible project and organizational management experience
- Familiar with Donor Relationship Management databases; proficient in Microsoft Office programs

#### About Louisville:

Sitting on the banks of the Ohio River and fondly nicknamed, "Bourbon City," Louisville, Kentucky is one of the most uniquely authentic places on the planet. It has a metropolitan area population of 1.2 million within a region that includes Southern Indiana to the north and rolling bluegrass farms to the south and east. This busy, growing city is home to several corporate headquarters, including Broadway Across America, and is a "Top 10 Best New Food City" in America. Long known as home of the Kentucky Derby at Churchill Downs, Louisville is steadily gaining notice for its extensive park system; distinctive urban and suburban, as well as historic, neighborhoods; low cost of living; vibrant arts scene; nationally renowned collegiate sports teams; world-renown music festivals like Forecastle and Bourbon and Beyond; and multiple PGA tournaments.

#### To Apply:

Please submit a resume, cover letter and salary expectations to our search counsel by mail or email only:

Human Resources, Ashley|Rountree and Associates  
2525 Nelson Miller Parkway, Suite 106  
Louisville, KY 40223  
HR@ashleyroutree.com

**No phone calls please. Salary commensurate with experience.**

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