NCCEDNews Notes

NCCED

SPECIAL ANNOUNCEMENT

May 6, 2004

Dear Friends of NCCED:

On behalf of the Board of Directors of the National Congress for Community Economic Development (NCCED), I am pleased to announce the selection of Walker and Associates, an Oakland-based management and consulting firm, to assist NCCED in conducting a national search for a new President & CEO.

Our current President & CEO of more than seven years, Roy O. Priest, has announced his departure effective October 1, 2004. Under Roy's leadership, NCCED has continued to build upon its reputation as the premier national membership organization in the field of Community Economic Development. At this juncture, I am happy to report that NCCED's Board of Directors and staff are fully engaged in a thoughtful process to facilitate our transition under new leadership.

Apart from announcing the selection of Walker and Associates to spearhead this national search, NCCED is also requesting your assistance in identifying exceptional candidates. Toward that end, I have enclosed the attached position announcement for your review. Over the next several weeks, you may receive a call from Constance J. Walker, President of Walker and Associates, to discuss this position and obtain your recommendations. You may also feel free to contact Ms. Walker with any questions or potential candidate referrals at (510) 834-2341 x101 or NCCEDWalkerAssoc@aol.com. I strongly encourage you to post this announcement and share it with individuals and organizations in your network.

Thank you for your generous support of the NCCED. We truly value your input and look forward to working with you again in the near future.

Sincerely,

Marva Smith Battle-Bey, Chairperson
Board of Directors

Attachment

National Congress for Community Economic Development
1030 15th Street, Suite 325, Washington, D.C 20005
Phone: (202) 289-9020 Fax: (202) 289-7051
www.ncced.org

Empowering PEOPLE, ORGANIZATIONS and COMMUNITIES

POSITION ANNOUNCEMENT
PRESIDENT & CEO
Closing Date: June 30, 2004

The National Congress for Community Economic Development (NCCED) is seeking highly qualified applicants for the position of President & CEO. The successful candidate will be a visionary and entrepreneurial leader with a proven track record of effective resource development, management and financial stewardship of a national organization with regional affiliates. Additionally, strong connections to leading nonprofit, public or private sector organizations in the field of Community and Economic Development will be confirmed.

Overview

The National Congress for Community Economic Development (NCCED) is a 34-year old member-sponsored, trade organization that promotes community-based development through advocacy, technical assistance and a wide array of educational and networking opportunities. With a national membership of more than 700 and representing over 3,600 diverse organizations, NCCED is an established resource to the CED community, helping to create wealth, build healthy and sustainable communities and achieve lasting economic viability. Its diverse membership is inclusive of large, established community development corporations (CDCs), as well as small and emerging ones, located in both urban and rural settings. NCCED's professional staff supports policies and programs that address the varied needs of these CDCs and influence community action agencies, banks, foundations, corporations, individual practitioners, and small businesses. As a result of this steadfast commitment and years of leadership, NCCED has become a leading advocacy voice in Washington, D.C. for the entire community development field.

NCCED's major projects currently underway include: the Faith Based Academy; Prisoner Re-Entry Program; Emerging Leaders Program; Weed & Seed Neighborhood Restoration Project; and participation in a CDC National Employee Benefits Consortium. For additional information on NCCED's mission, vision, programs, board of directors, staff, budget and funding sources, please refer to the organization's website: www.nccced.org.

Position Summary

Under the direction of a 25-member Board of Directors, the President & CEO is responsible for the overall management of NCCED. Specifically, the President & CEO is responsible for:

- Working with the Board of Directors in setting policies, developing the strategic/business plan and annual goals, and creating programs consistent with the mission and vision of NCCED by:
  - Articulating a vision and direction around which consensus can be built among NCCED's diverse constituency and membership, creating one voice out of many; and
  - Translating needs and concerns articulated by the members into an effective and responsive member services program that empowers and strengthens members in their local communities and amplifies their collective voice.
- Leading and providing oversight of the NCCED management team, as well as accomplishing the organization's management objectives and goal of fiscal integrity encompassing:
  - The fiscal solvency of the organization;
  - Preparation of the annual budget;
  - Implementation of fiscal accounting and controls in accordance with industry guidelines and sound accounting practices;
  - Adherence to the personnel policies of the agency;
  - Day-to-day office operations;
  - Staff development and activities;
  - Quality assurance monitoring and evaluation of all programs; and
  - Administrative & logistical support to the Board.
- Overseeing the development and implementation of NCCED's fundraising and marketing efforts including:
  - Actively seeking new revenue sources, government and private, to meet all program goals;
  - Monitoring all grants, contracts, and subcontracts assuring that all agreements are properly fulfilled and deadlines met;
  - Advising the Board on achievements and problem areas; and
  - Promoting positive organizational relationships with community groups, government agencies, funding sources, and other organizations working in NCCED's areas of service.
- Advocating at the local, state and federal levels for the economic development needs of low-income communities as:
  - A forceful advocate on behalf of community economic development;
  - Representative for the CED field in policy discussions, in the media, with funders and in a broad range of other contexts; and
  - A skilled spokesperson for the trade association.
- Coordinating and implementing special projects and initiatives as designated in the agency business plan and as assigned from time to time by the Board of Directors.

Essential Qualifications:

- A minimum of ten years senior-level experience in Community and Economic Development, preferably with organizations of comparable size and scale to NCCED.
- A widely recognized record of innovation and achievement in at least one of NCCED's spheres of influence—policy development & advocacy, economic development, promoting the economic stability of low-income families, and program/curriculum design to promote training and education.
- Demonstrated ability to provide innovative strategy development, including adjusting activities to meet a challenging environment of financial support.
- A record of success in raising significant funds for an organization with a budget equal to or greater than that of the NCCED, especially from national foundations. Experience in working with a staff development director in developing new revenue streams.
- Knowledge and experience with best practices in management and administration including: staff recruitment, supervision, and development; financial management; efficient and staff-inclusive decision making models; knowledge building and evaluation; and stakeholder communications.
- Demonstrated cultural competence and successful work experience with diverse racial and ethnic groups and with constituents at all income levels.
- Fluency in communicating with policy makers in government and foundations.
- Well-developed skills in speaking and writing. Ability to draw attention and resources to a community mission.
- Successful experience in developing and supporting a board of directors, including innovative ideas and techniques for working with a nationally dispersed board.
- Knowledge of marketing techniques to heighten the visibility of NCCED's programs and thereby the impact of its advocacy and policy efforts, e.g., a publications strategy, and web site enhancement.
- Must be willing to reside in the Washington D.C. area or its environs.
- The ability to travel up to 20-25% time, domestically.

Desired Qualifications:

- Advanced degree in economics, business, public policy, law, or a related field.
- Relevant experience in excess of the minimum ten-year requirement will be accepted in lieu of an advanced degree.
- Working knowledge of the public policy landscape.
- Published writer on Community and Economic Development and related topics
- Nonprofit and/or for-profit board experience.
- Skilled public speaker and media manager.

Compensation

Salary Range: $135,000 - $165,000, commensurate with background and experience. Excellent benefits. Additional incentives, including relocation assistance, will be provided, if applicable.

Application Process

Please mail, fax or email (Microsoft Word compatible) a cover letter and resume summarizing your interest, qualifications, experience, salary history and three references to:

NCCED – President & CEO Search
C/o Walker and Associates
2201 Broadway, Suite 815
Oakland, CA 94612
Ph: 510-834-2341x101, Fax: 510-251-2600, or Email: NCCEDWalkerAssoc@aol.com
(place "NCCED-President's Search" in the subject line)

National Congress for Community Economic Development is an Equal Opportunity Employer