

## SOUTH DALLAS/FAIR PARK INNERCITY COMMUNITY DEVELOPMENT CORPORATION (ICDC)

### JOB DESCRIPTION

JOB TITLE: President (vs. Executive Director or Managing Director)  
EMPLOYMENT TYPE: Full Time Exempt  
REPORTS TO: Board of Directors  
LOCATION: ICDC, Dallas, Texas, 214-915-9904  
WEBSITE: [www.icdc.biz](http://www.icdc.biz)

**JOB DESCRIPTION:** The South Dallas/Fair Park Inncity Community Development Corporation (ICDC) is seeking an experienced, dynamic and dedicated professional to lead the organization into its next era. The President is the chief executive officer of ICDC and responsible for day-to-day operations to carry out the mission of the organization. Founded in 1986, ICDC is a community-based 501(c)3 nonprofit organization serving the needs of South Dallas/Fair Park neighborhoods. *Its mission is to create a vibrant, stable, and safe South Dallas/Fair Park community by building partnerships that provide homeownership opportunities, economic development, community education, and advocacy.*

#### SUMMARY OF RESPONSIBILITIES:

The selected candidate will provide program oversight and overall day-to-day organizational management. They will be a *visionary servant leader, with broad general management experience, a passion for helping innercity neighborhoods thrive without gentrification and a deep commitment to social justice.* In addition to a commitment to ICDC's mission, the ideal candidate will have proven experience in real estate development and/or finance, fundraising, strategic planning, financial management, economic development, coalition building and strengthening community partnerships.

#### KEY ESSENTIAL FUNCTIONS:

1. Program Development, Oversight and Administration  
Oversee design, planning and implementation of ICDC programs and development projects. Manage strategic planning to continually align programs and initiatives to ever-changing external factors. Oversee implementation of policies, procedures, processes and technology initiatives to insure the delivery of high quality and cost-effective programs.
2. Board of Directors Administration and Support  
Provide timely reports to BOD on ICDC operations. Work with BOD Chair to plan and organize BOD meetings, special sessions and BOD communications. Oversee proper record-keeping and file retention as required by the BOD and in keeping with all legal and regulatory requirements. Engage and support volunteers effectively.
3. Development and Fund Raising  
Prepare and implement a robust fund development strategy to obtain funding from public and private sector sources. Develop program to nurture and strengthen support from donors and stakeholders. Identify new fundable initiatives in keeping with ICDC's mission and develop clear grant objectives. Knowledge of grant administration is vital.
4. Marketing and Communications  
Develop and implement programs to continually and consistently communicate ICDC's mission, programs and accomplishments through various media platforms to local and regional audiences.
5. Financial and Facilities Management  
Work with the BOD to prepare sound annual operating budget; prudently manage operations within the approved budget and available resources; proactively manage and satisfy legal and regulatory requirements;

meet all financial obligations. Manage the use and maintenance of all facilities, equipment, and technology to insure efficient utilization of the organization's assets.

6. Partnership Relationship Management

Oversee partnerships and collaborations, engaging partners as appropriate to achieve agreed upon goals and ensure the operational and fiscal integrity of those relationships.

7. Human Resource Management

Manage and regularly evaluate staff to meet program objectives. Develop strong committed team and support ongoing staff development.

**EDUCATION and EXPERIENCE REQUIREMENTS**

- Bachelor's or Master's degree in business, finance or related discipline from an accredited college or university
- At least five years work experience, with increasing management and supervisory responsibilities, in areas of innercity economic development and revitalization, affordable housing development, service delivery, community organizing and education
- Experience in working with local, state and federal government officials and administering government grants

**REQUIRED SKILLS & QUALIFICATIONS:**

The ideal candidate will have demonstrated proficiency in the following areas:

- Excellent oral and written communication skills, including computer literacy
- Ability to build and maintain trusting relationships with people of varied backgrounds
- Strong time management skills and responsiveness
- Demonstrated ability in fund raising and nurturing donor relationships
- Exceptional aptitude for managing, understanding and overseeing fiscal activities
- Keen understanding of the nonprofit management sector
- Ability to develop and implement program performance metrics
- Commitment to excellence, professionalism, and attentiveness to detail
- Proven experience in real estate development and/or finance

**ADDITIONAL CRITERIA AND REQUIREMENTS**

- Able to pass criminal background check and drug test
- Authorized to work in the US
- Access to reliable transportation
- Three (3) professional references

**COMPENSATION AND BENEFITS**

- Starting Salary - Negotiable
- Paid Vacation Time and Holidays
- Health Insurance
- 401(k) Retirement Plan