



Community Development Society (CDS) Executive Director Job Description

About the Community Development Society (CDS)

CDS is a membership-based nonprofit corporation established in 1969 to strengthen and advance community development policy, practice, learning, and research through educational and scientific means. We host an annual conference; offer occasional webinars; publish two peer-reviewed journals, two book series, and a monthly newsletter. CDS also offers a wide variety of scholarships and awards for both research and practice.

CDS is comprised of Members who share an interest in building and developing communities—socially, economically, and environmentally. Members represent a wide array of specializations, including education, health care, social services, government, utilities, economic development, civic groups, and more. Over eighty percent of CDS Members are in the United States, with the remaining Members coming from nearly 32 different countries around the world. While we strive for a broad and diverse membership of scholars, educators, practitioners, activists, and policymakers, our membership has slowly dwindled both in number and diversity. Our membership is now largely White, rural, and academic. A central goal for CDS in the coming years is to grow and diversify our membership to better represent the full scope of community development. This will require both vision and follow-through in building relationships with inter/transdisciplinary scholars, practitioners, activists, and policymakers as well as enhancing our programming to appeal to a more diverse membership.

CDS is led by an eleven-member volunteer Board comprised of five Officers and six Directors. CDS Members volunteer their time on various committees and working groups to enhance Member recruitment, retention, and engagement; delivery of programs; stewardship of our endowments, and financial management. Currently, we hold part-time contracts with an administrator and a bookkeeper. Our goal in the next year is to transfer these roles to a single contract with a highly qualified individual who can both operate our virtual office as well as take on larger strategic initiatives.

Executive Director Position Summary

The Executive Director will be responsible for carrying out most activities required to operate a nonprofit membership organization with endowment accounts as it pursues significant growth. The specific responsibilities of the Executive Director, outlined in detail below, are listed by several major functional areas:

- Organizational Leadership & Management
- Fund Development & Financial Management

- Membership Management
- Communications, Marketing, & Public Relations
- Events Management
- Journal Administration
- General Operations (Virtual Office)

The Executive Director is an operational role that demands a wide skillset, self-direction, flexibility, adaptability, and ongoing skill building. High level management, finance, communications, technical computer, general administrative, and basic clerical skills are required for this position, along with the willingness to utilize all of them.

The Executive Director will work in close concert with the Board of Directors and various volunteer committees and working groups to share responsibility of the organization's mission and programmatic areas. The position will report directly to the Treasurer for all fund development and financial management and the Vice Chair of Operations for all other responsibilities but is ultimately accountable to the entire Board of Directors.

Qualifications

CDS maintains a virtual office. Therefore, the Executive Director will work remotely and can live anywhere so long as they can be available for meetings that tend to range from 10am – 8pm Eastern Time (US & Canada).

A degree in nonprofit leadership/management, business management, or closely related field is required. Individuals with a management-related advanced degree (such as an MBA, MPA, MNM) or some years of related experience in nonprofit management are strongly preferred.

The successful candidate must be proficient in the use of:

- QuickBooks accounting software
- Google Workspace (e.g., Forms, Drive, Gmail, etc.)
- Microsoft Office Suite (e.g., Word, Excel, etc.)
- WordPress website management
- Zoom meeting software

Position Time Commitment

This Executive Director is a contracted, full-time position requiring a commitment of 40 hours per week. Because our Membership represents multiple time zones, hours must be flexible and may not reflect a traditional 9am – 5pm work schedule wherever they are located.

Compensation

Annual compensation for this contract will range from \$65,000 and \$80,000, dependent upon on the knowledge and experience of the applicant chosen. This is an independent contractor position, and therefore does not include fringe benefits.

Expenses and Equipment

As an independent contractor, the successful candidate will be responsible for all expenses incurred while performing the responsibilities outlined and is responsible for acquiring and maintaining their own equipment.

Key Areas of Responsibility

The specific duties of the Executive Director are listed by several major functional areas.

Organizational Management

- Facilitate Board strategic planning and document the results in an effective manner
- Manage the annual election for open Board positions
- Identify needs for external expertise and manage contracts in conjunction with Board Officers (e.g., CPA, web design, insurance, legal counsel)
- Ensure legal compliance as needed.

Fund Development & Financial Management

- Develop and implement strategies in conjunction with the Board and the Stewardship Committee to build endowments and operating funds
- Follow the *Policies and Operational Guidelines* (POG) document and the accounting handbook to maintain proper internal controls and processes that ensure the efficient and accountable recording and reporting of the financial transactions of the organization
- Ensure compliance with the United States Generally Accepted Accounting Principles (GAAP) and the Internal Revenue Service (IRS)
- Maintain ongoing communication with the Treasurer on matters related to the fiscal health of the organization, and prepare financial analyses and reports as requested

Membership Management

- Develop and implement strategies to expand the membership both in number and diversity
- Advise and provide administrative support to the Recruitment, Retention, and Engagement Working Group
- Support all existing memberships

Communications, Marketing, and Public Relations

- Craft clear and compelling messages from content provided by Board members and other CDS representatives (e.g., committees and working groups, other contractors)
- Craft and distribute the monthly digital newsletter *Vanguard* via Mailchimp, in conjunction with full-form articles on the CDS News portion of the website

- Edit website content and generate new content pages as needed
- Maintain active and accurate social media accounts (e.g., Facebook, LinkedIn, Twitter)
- Prepare official communications upon request for Executive Officers

Events Management

- Fulfill the Programs Committee's logistical and administrative needs for hosting virtual and in-person events (e.g., annual conference, webinars)

Journal Administration

- Fulfill functions detailed in the *Policies and Operational Guidelines* (POG) document pertaining to administration of the two journals (*Community Development* and *Local Development & Society*).

General Operations (Virtual Office)

- Act as Primary Administrator for the Google Workspace
- Manage all organizational services and accounts
- Maintain all functions of the website (e.g., membership subscriptions, problem solving with vendors as needed [host platform and application plug-ins])
- Support scheduling and manage all Zoom meeting and events related to organizational operations (e.g., Board meetings, committee meetings, working group meetings, webinars, planning sessions)
- Support the meetings of the Board of Directors
- Serve as an ex-officio member of each committee and working group named by the Board to advise and provide administrative support

Application Process

Required Material

Applicants are required to provide the following:

- Cover Letter – Please describe your educational background and experience that prepare you to carry out the major responsibilities associated with this position.
- Resume or Curriculum Vitae
- 2 or 3 References – Please include their full names, their relationship to you, phone number and email.

Timeline

We will begin reviewing applications on December 2nd. The position will remain open until filled. The anticipated start date January 9th.

Instructions

Please direct any questions to admin@CDSociety.org.

Please submit all required information by email to:

Dr. Steve Jeanetta
Vice Chair of Operations
Community Development Society
operations@CDSociety.org