



Position Profile

California Community Economic Development Association (CCEDA) Executive Director

Los Angeles, CA or California – Flexible

CCEDA seeks a visionary, dynamic and strategic executive director with a dedication to the field of community-based economic development (CED) and a commitment to advance the work of CCEDA's members and the wider CED sector across California.

The Organization

The California Community Economic Development Association (CCEDA) is a statewide 501(c)3 membership organization of nonprofit community-based organizations and practitioners who are committed to economic change in California's disadvantaged communities. CCEDA's membership is comprised of individuals and organizations actively engaged in revitalizing California's neighborhoods, including resident-driven community development corporations, local governments, community action agencies and faith-based institutions. CCEDA members produce housing, retail, and commercial projects, and provide business assistance and lending, social services, and job training and creation. CCEDA provides both its members and other organizations with a clearinghouse for information and action that advances the field of community economic development through training and continuing education, technical assistance, consulting and advocacy on public policy.

CCEDA's programs directly support practitioners representing locally-based community economic development organizations that specifically serve low- and moderate-income individuals and families. Nearly 100% of CCEDA's end user clients live at 80% of area median income or lower. CCEDA targets its work to some of the most economically disadvantaged regions throughout California, including Fresno, Kern, and Los Angeles counties, rural/border regions, and reservation lands in the West. Through its network of community-based partners, CCEDA assists on a range of projects that alleviate poverty and revitalize underserved communities.

Incorporated in 1989, CCEDA has a membership base of approximately 65 organizations and practitioners across the state of California, a staff of four, and a nine-member Board of Directors with an annual budget of approximately \$700,000. Its headquarters are in Los Angeles, CA. Major program areas include:

- **Project-based technical assistance and training** to CED organizations serving low- and moderate-income communities, families and individuals, with a focus on maximizing local and national CED resources in sectors such as fresh food, entrepreneurship, affordable housing and community facilities, including facilities for the homeless. Among other value-added roles, CCEDA's support assists organizations to successfully navigate critical steps in the real estate development process.

- **Convening and facilitation** of both CCEDA members and the wider CED community to share best practices and build partnerships, including an annual Teaching and Learning Statewide conference of CED leaders and practitioners and local and regional workshops across the state.
- **Policy, advocacy and research** on cutting-edge trends, legislation and opportunities in the CED field, with a goal to advance the CED ecosystem across California and position CED practitioners to take advantage of opportunities at the state and federal levels.

The Position

Reporting to the Board of Directors, the CCEDA Executive Director is a leader of and voice for the community economic development field in California. The Executive Director is the principal spokesperson on behalf of the organization, responsible for planning, administration, policy development, training and technical assistance oversight, research and program development, fundraising and other duties as required. The Executive Director manages three staff – the Director of Training and Development, the Programs and Operations Coordinator, and the Administrative Assistant. The Executive Director also assists in the development and implementation of organizational goals established by the Board of Directors.

Essential Duties and Responsibilities

The Executive Director is responsible for all of CCEDA's services and activities, including implementation of CCEDA's core strategies.

- **Public Policy, Representation and Public Relations.** Working with the Board of Directors, the Executive Director is responsible for implementing an overall public policy strategy, as articulated by the CCEDA Board and membership to advance the CED sector in California.
 - Represents CCEDA and facilitates membership involvement before state boards and committees, and in state and national CED networks.
 - Advocates for community and economic development in California with specific involvement at the state level in Sacramento.
 - Coordinates with other state and national CED and related groups.
 - Monitors federal legislation.
- **Resource Development.** The Executive Director will identify and develop resources, both public and private, to support CCEDA's goals and objectives.
 - Develops, writes or oversees the writing of, and manages (and in some cases directly implements) grants, establishes partnerships and secures sufficient financial resources to operate the association and its programs.
 - Advocates for expanding the resource base for CED programs in the public and private sectors of the state.
- **Membership Services.** The Executive Director is responsible for CCEDA membership recruitment and cultivation, including the oversight of member services such as the CCEDA newsletter, member directories and coordination of annual conferences.
 - Facilitates the exchange of information among and between members and agencies, including professional referrals.
 - Ensures that CCEDA continues to add value to its member organizations, resulting in the cultivation of new members and retention of existing membership.
- **Consulting, Training and Program Development and Implementation.** The Executive Director is responsible for the development of a variety of consulting, training, and technical assistance programs targeted to CED organizations and individual practitioners.

- Holds knowledge about the consulting and training needs of and resources for the CED field.
- Stays current with CED funding sources, innovations, approaches, and techniques.
- **Management.** The Executive Director manages CCEDA staff and is responsible for oversight of CCEDA's budget, program reporting, grants management, office management and other administrative activities.

In collaboration with the Board of Directors, the incoming Executive Director will focus on the following priorities in his/her first 12-18 months:

- Development of a strategic plan that includes clarity on relative weight and priorities in programs, advocacy and membership focus
- Board development, including Board recruitment
- External relationship management, including transition of relationships from a long-standing Executive Director
- Development of a policy agenda

In the first 12-18 months, the Executive Director will also review and implement improvements to internal systems and processes to enable CCEDA to advance its mission.

This position requires approximately 15-20% travel (local, statewide and out of the area).

Qualifications

The successful candidate will have the following attributes, skills and experience:

Attributes and Skills

- Comprehensive knowledge of economic and community development issues, principles and techniques, including state and federal policies and programs
- Strong communication abilities – able to express positions and effectively communicate both in writing and orally, including in public settings and in policy and advocacy arenas.
- Outstanding interpersonal skills and an ability to build positive working relationships with CCEDA members, partners, consultants, public-sector leaders locally and at the state level, funders and community members.
- Demonstrated track record and commitment to work effectively with culturally, geographically and ethnically diverse communities, such as the communities served by CCEDA members.
- Strong demonstrated fundraising ability garnering program resources from state and federal agencies, foundations, corporations, financial institutions, and intermediaries.
- Solid background in non-profit leadership, management, budget oversight and supervisory experience.
- Demonstrated experience successfully completing time-sensitive and/or high-profile projects through collaboration, consensus and creativity.
- Goal-oriented thinker who can set clear priorities among multiple tasks and stay focus on project benchmarks and deadlines.
- Open and able to work flexible hours and travel when necessary.

Education and Experience

- Successful track record in managing projects and people in a non-profit, public or private enterprise. A minimum of five years of professional experience in responsible management positions.
- Direct experience developing close working relationships with governmental groups at the local, state and federal level, and constituents/stakeholders such as elected officials, Boards of Directors, employees and other business and community support organizations.
- Bachelor's Degree in economic development, business or a related field and five years substantial experience in planning, economic and/or community development, business or related field OR equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Valid driver's license

The position is currently based at CCEDA's office in Los Angeles. The Board of Directors will consider candidates in other parts of the state, including Sacramento, given CCEDA's policy and advocacy focus. Salary is commensurate with experience. Benefits include health care, life insurance, paid holidays, a 401k plan, and annual vacation and sick leave.

Application Process

To apply, e-mail a resume, cover letter and salary requirements to: CCEDA@marcumllp.com (email applications are required). For other inquiries contact Jill Fioravanti at Jill.Fioravanti@marcumllp.com.

CCEDA is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation or marital status, or any other status protected by the law. CCEDA strives to reflect the diverse constituencies that the organization serves.

About Raffa – Marcum's Nonprofit and Social Sector Group

On behalf of CCEDA, Raffa – Marcum's Nonprofit & Social Sector Group is working with the Board of Directors to advance the work and lead the ED search. Founded in 1984 and recently merged with Marcum, Raffa is, and always has been, a mission-driven professional services firm seeking to *do more* for nonprofits and socially conscious companies. We exist to do meaningful work for organizations like CCEDA who are making a difference in our communities and our world. Learn more about our work at <http://marcumllp.com/industries/nonprofit-social-sector/>.