



Marin City Community Development Corporation  
Building Sustainable Communities Through  
Community and Economic Development

## MARIN CITY COMMUNITY DEVELOPMENT CORPORATION

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

### **Executive Director Marin City Community Development Corporation**

**Posted:** 8/15/2020

**Position Type:** Full-Time

**Function:** Executive Director

**Primary domain:** Community Development/Workforce Intermediary

**City:** Marin City, CA

**Postal code:** 94965

**State:** California

**Country:** United States

**Organization Information Budget:** \$1M - \$2M

#### **Mission statement:**

Established in 1979, the Marin City Community Development Corporation (MCCDC) mission is to enhance community development and economic self-sufficiency through employment services and financial education. We do this by partnering with Local Community Organizations, Foundations, County and State Organizations to support lower income individuals, families and people of color by providing employment services, life skill development services, job training and placement services, apprenticeships, youth development services and asset building programs.

#### **Position:**

Reporting to the Board of Directors, the Executive Director (ED) provides direction and leadership for the organization's mission and vision, represents and speaks for the organization and its work, and works with the leadership team to manage the day-to-day operations and advance the MCCDC's strategic plan. The ED is responsible for all community and governmental programs, personnel, funding, fiscal management, and agency strategic planning.

and implementation protocols under the direction of the Board of Directors. Key priorities include forging and expanding partnerships, developing new funding sources, and providing visionary leadership that translates into action. The ideal candidate will work to align the strengths of the organization with the opportunities and possibilities currently available to expand and to support programs, and to further meet the needs of the under-served populace living in Marin City and Marin County.

## **Responsibilities**

### **Leadership & Management:**

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
- Recommend timelines and resources needed to achieve the strategic goals; ensure that programs are sustainable and in line with MCCDC's mission and values.
- Actively engage and energize MCCDC community, volunteers, board members, event committees, partnering organizations, and funders in support of the agency.
- Develop, maintain, and support a strong Board of Directors: seek and build board involvement with strategic direction and fundraising for ongoing local operations.
- Lead, coach, develop, and retain MCCDC's management team; provide leadership in building and maintaining efficient organizational infrastructure, including best practices, policies, and procedures; and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

### **Fundraising & Communications:**

- Expand local revenue generating and fundraising activities to support existing program operations and expansion while simultaneously retiring debt or operating costs.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities for the agency and the lower-income, special needs and/or challenging populations assisted by the agency to overcome mental, financial and employment barriers on their way to economic self-sufficiency.

### **Planning & New Business:**

- Design and complete the strategic business planning process for the program expansion into new markets.

- Further develop and bring to scale MCCDC's programs.
- Begin to build partnerships in new markets, establishing relationships with the funders, and political and community leaders.

The Executive Director must implement operational and financial controls to achieve agency outcomes and objectives publishing and communicating program results with an emphasis on the successes of MCCDC local programs to ensure outstanding performance and the long-term sustainability of the agency.

## **Qualifications:**

The ED will be thoroughly committed to MCCDC's mission. All candidates should have proven leadership, coaching, and relationship management experience and outstanding abilities to motivate and support staff to achieve targeted results within allotted timeframes and under budget. The ED should have concrete demonstrable experience and other qualifications that include:

- Advanced degree preferred with at least 5 years of senior management experience; track record of effectively leading a performance and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Demonstrated ability and experience to work successfully with people from diverse backgrounds in a culturally sensitive manner.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set, and achieve strategic objectives.
- Outstanding ability to manage budgets and control costs.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships to work collaboratively toward the financial stability and long-term sustainability of the agency.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures to support the agency and its mission.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project management skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning and project implementation.

- Ability to work effectively in collaboration with diverse groups of people, people of color, and lower income populations.
- Passion, idealism, integrity, positive attitude.
- Mission-driven and self-directed work ethic.

### **Benefits:**

Benefits include paid vacation and sick leave, health, dental, paid holidays, and 401(K) plans.

### **Salary:**

\$100,000 to \$120,000 commensurate with Experience

### **How to Apply:**

**Please send cover letter, salary requirements, resume, and at least three (3) references to:**

**Marilyn Mackel, Vice President and Board Secretary  
Board of Directors  
Marin City Community Development Corporation  
441 Drake Avenue  
Marin City, CA 94965**

**Email: [info@marincitycdc.org](mailto:info@marincitycdc.org)**