



Job Announcement
Associate Director, Community Development Network of Maryland

Pay range: \$55,000-\$70,000

Background:

The **Community Development Network of Maryland (CDN)** is a 501c3 network whose purpose is to promote, strengthen and advocate for Maryland's community development industry who serve Maryland's rural, urban and suburban areas. Our members include community development groups and county/municipal agencies that engage in community development. Activities include affordable housing, neighborhood revitalization, and family stability.

Promote: CDN hosts Community Development Week each year in the fall. The purpose is to promote the economic and social impact that community development has in Maryland. It is 10 days of activities across the state that highlight the impact of various projects. The week ends with our Annual Meeting. CDN has an active website and social media presence that can be enhanced to share the work of our members. CDN is working to develop peer learning activities so that members can learn from each other.

Strengthen: CDN works to strengthen the community development organizations in the state. This includes providing trainings and peer learning activities. Currently CDN is activity working with housing counseling agencies to ensure their staffs pass the HUD certification exam.

Advocate: CDN has an ambitious policy agenda each year in the General Assembly, including policies to provide more tools to address vacant properties, promote affordable housing, and ensure there are resources for community development statewide.

Local work: CDN organizes our members into regional coalitions. Most of them meet 2 times a year to hear about what happened at the General Assembly and to inform our policy agenda. Baltimore City has the Baltimore City Committee that has a part time staff person from CDN working to build the community development infrastructure and work on local issues. CDN has been approached to house the Montgomery Housing Alliance for a similar purpose with a part-time staff person.

CDN does not have a physical office. Staff work virtually but meet often.

CDN has a full-time Executive Director, with consultants working on specific projects.

Duties of the Associate Director:

CDN is looking for an Associate Director to enhance the work of the organization. Specific duties include:

- Design and implement the statewide communications strategy including social media, public relations and media, website enhancement and updating, constant contact email blasts, periodic e-news, and related items.

- Administer the Housing Counseling program of CDN including ensuring the counselors pass the HUD certified-counselor exam, organize the regional round tables, plan trainings, and implement the Own Your Future Campaign.
- Plan and execute Community Development Week including working with the Executive Director to plan and execute the events, and Annual Meeting.
- Increase membership and membership renewals
- Work with the Executive Director on planning regional coalition meetings statewide and supervising the CDN consultants in the local areas.
- Assist the Executive Director in administrative duties such as grant reports and grant writing, updating databases, planning meetings and calls, and more as needed.
- Support the Executive Director with CDN's annual legislative agenda.
- Other duties as assigned.

Qualifications:

- Four years of experience in nonprofit organizations
- Some experience in at least one of the components of community development, including housing counseling, affordable housing, addressing vacant properties, and related fields.
- Bachelor's Degree or higher
- Excellent written and oral communications skills
- Ability to work with a wide diversity of members and coalition partners
- Strong attention to detail and advanced problem-solving skills.
- Self-starter and deadline-driven.
- Ability to work with a team and work alone.
- Professional, well organized and able to handle a variety of duties simultaneously.
- Knowledge and extensive use of Microsoft Office including Outlook, Excel, Word and PowerPoint
- Familiarity with marketing and public relations strategies including social media
- Knowledge and extensive use of Constant Contact or other email client and website management
- Passionate about the field of community development
- Interest in public policy and related initiatives.

CDN is an equal opportunity employer.

Send cover letter, resume and samples of work to Odette Ramos, Executive Director, at odette@communitydevelopmentmd.org by April 30, 2019