



Executive Director

Wheeler Creek Community Development Corporation Washington, D.C. U.S.

Organization

Wheeler Creek Community Development Corporation is a community-based non-profit organization that works to create stable, diverse and healthy communities through the provision of social services to low- and moderate-income residents of the District of Columbia. The organization has a specific focus on Southeast D.C. residents of the District and administers homeless prevention, supportive housing, financial literacy and other support services programs. The organization has supported District residents for over 20 years.

Over the last few years, Wheeler Creek has expanded its staff and services as a provider in the District's Homeless Services Continuum of Care. Wheeler Creek specifically focuses its services on low-income and disenfranchised residents throughout the District.

Position Description

Wheeler Creek is seeking a visionary leader with a passion for working with, and on behalf of, underserved residents as its Executive Director. The ideal candidate has a passion for social services, is driven, dedicated, dynamic, and entrepreneurial. Additionally, the ideal candidate will possess the capacity to successfully navigate an organization in transition. Transitioning the organization while continuing to grow the organization's impact and fundraising capacity will be critical functions of the new Executive Director. The next Executive Director will also be responsible for leading the organization's strategic direction and partnering with the Board of Directors to identify and secure alternative funding sources and achieve strategic goals. Additionally, the next Executive Director will oversee the day-to-day operations of the organization and ensure its financial sustainability. They will manage a current budget of over \$3.5 million and will lead a dedicated team of more than twenty-five full time employees and five independent contractors.

The ideal candidate possesses excellent written and verbal acuity and a track record of developing effective partnerships with varied stakeholders. Candidates with demonstrated track records of leading 501-(C)-3, non-profit organizations is preferred.

Position Responsibilities

Responsibilities include, but are not limited to:

- Oversee the day-to-day operations of the organization
- Lead organizational strategic direction; collaborate with the Board, staff, community, and key stakeholders to set clear goals and achieve the mission of the organization
- Provide inspirational leadership and vision to employees and contractors
- Oversee the management and performance of all programs and services
- Ensure adherence to all funder program and financial requirements
- Develop and maintain strong relationships with key stakeholders, including funders, nonprofit and community partners, state and local elected officials, volunteers, corporate partners, government agencies, and the Board of Directors
- Manage and grow existing funder relationships and implement expanded funding strategies that generate new revenue from diverse sources to ensure organizational sustainability
- Serve as the principal spokesperson, ambassador and advocate for the organization
- Oversee effective strategic financial decision-making and management, reporting, and compliance

Knowledge

- Knowledge of cultural competence with a deep understanding of urban poverty
- Knowledge of programs, practices and techniques to manage large, complex and sensitive projects; and to effectively develop, analyze and monitor cost

Skills

- Skilled in interpersonal, oral, and written communication
- Skilled in fostering a positive, engaging, and entrepreneurial leadership style
- Skilled in working with and on behalf of, underserved populations, including a clear commitment to the organization's core values

Abilities

- Ability to lead, inspire and develop a high-functioning team
- Ability to build and cultivate strong relationships with a diverse set of key stakeholders, including partners, community members, funders, and local government

Candidate Qualifications

- Demonstrated passion for working with, and on behalf of, underserved populations, including a clear commitment to the organization's core values
- Bachelor's degree required, Master's Degree preferred with at least 5 years of experience at a similar executive level.
- Previous experience in a senior leadership role with a demonstrated ability to manage the strategic, financial, operational, and leadership needs of a community-based nonprofit
- Demonstrated commitment to achieving meaningful and measurable outcomes
- Experience working with, supporting, and/or serving on a nonprofit Board of Director
- Experience working in non-profit, government, social services, and/or other relevant issue areas are strongly preferred
- Ability to occasionally work nights and weekends to support programming, general operations and special events

Evaluation Criteria

Consideration will be given to applicants whose resumes demonstrate the required education and experience. Applicants should include all relevant education and work experience.

Evaluation criteria may include one or more of the following:

- Writing Assessment
- Personal interview
- Verification of education, experience and references
- Criminal Background Check (a criminal conviction is not an automatic bar to employment)

Compensation and Benefits

Salary and benefits will be competitive and commensurate with experience.

Response deadline is March 3, 2021 @ 5:00 P.M.

Please submit a resume/CV with a cover letter clearly stating your interest in the position and how your skills, background and experience relate to this opportunity to 2hrconnection@gmail.com. No phone calls please.

Wheeler Creek Community Development Corporation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other status protected by applicable federal law.