



POSITION OVERVIEW

Centennial Parkside Community Development Corporation, also known as CPCDC, is a 501(c)(3) not-for-profit community development corporation located in Philadelphia, Pennsylvania. The organization responds to a long-standing need for a Community Development Corporation in the East Parkside neighborhood that can align resources and leverage partnerships to spur equitable revitalization in the community.

CPCDC was established in 2015 with the intention of promoting an equitable development strategy that sustains an economically and culturally diverse community, improves the health and well-being of residents, strengthens the community's identity and connectivity to Fairmount Park, and enhances the quality of the physical environment. The organization's activities are focused in the community bounded to the west by Belmont Street, to the east by the Schuylkill River, to the north by Fairmount Park, and to the south by the Amtrak Harrisburg corridor.

The CPCDC is seeking an Executive Director who will oversee and guide the strategic plan of the organization. The CPCDC is governed by a 9-person Board of Trustees consisting of representatives from neighborhood associations, business owners, local cultural institutions, local religious institutions and residents.

PREFERRED QUALIFICATIONS

- Bachelor's Degree (Master's or higher preferred)
- 5+ years of professional experience in business, government, or not-for-profit sector
- Experience in community engagement, transportation systems and urban planning
- Experience in starting up a new entity
- Experience in implementing community revitalization initiatives
- Strong relationship-building skills, especially cultivating partnerships and managing teams
- A creative vision for using community engagement as a tool for improving a community's perception and its built form

ORGANIZATIONAL STRUCTURE

The Executive Director reports to the President of the CPCDC Board of Trustees, and works with the Board President to deploy the Board of Trustees in its governing function. For example the Executive Director may, from time to time, work directly with the board committee chairs on execution of special projects

S/he is responsible for all operations and all staff of the CPCDC.

S/he has authority to execute all agreements on behalf of the CPCDC.



JOB DESCRIPTION

The Executive Director is responsible for completing the CPCDC's annual reporting and for representing the CPCDC to the general public and to a wide range of stakeholders.

S/he is responsible for overseeing all transactions and ensuring their adherence to the overall strategy of the CPCDC.

S/he is responsible for completing the CPCDC's annual budget and for all other financial management tasks.

S/he is responsible for working with staff and the Board of Trustees to execute on the overall direction for the CPCDC and to build out the internal processes of this new entity.

S/he is responsible for generating sufficient revenue streams to carry out the desired composition and scale of activities for the CPCDC.

The desired start date is January 2017. It is expected that the Executive Director will start in a part-time capacity, growing into a full-time position as resources and organizational growth advance during the course of 2017.

Interested candidates should submit a resume and cover letter to info@centennialparkside.org by December 19th, 2016.