

EXECUTIVE DIRECTOR

Organization: East Tennessee Community Design Center

www.communitydc.org

Date Posted: 09/15/2017 Close: 10/23/2017

Location: Knoxville, TN, Knox County and surrounding East Tennessee Counties

Type of Position: Executive full-time

The East Tennessee Community Design Center is committed to building better more sustainable communities and neighborhoods by and through design. It has served the community and the region over 40 years and completed more than 1000 projects.

Qualifications:

A Bachelor's Degree or equivalency is preferred. A minimum of 5 years experience related to nonprofit management or fundraising and development is desired. An appreciation for Architecture and Design as basic foundations for healthy, sustainable communities and a commitment to neighborhoods and rural communities in reaching their potential is key.

Desired Experience and Attributes:

The Executive Director reports to the Board of Directors providing executive leadership to the organization and overseeing day-to-day operations.

Ideal candidates will bring to the position a variety of attributes, knowledge, and skills, including:

Excellent communication skills and a respectful and collaborative approach to fostering relationships;

A proven record of fundraising success;

A motivating, open-minded approach to leadership, with experience or capability to drive an organization to new levels of performance excellence by developing and implementing innovative ideas;

A strategic mindset able to prioritize and balance among competing opportunities;

Dependability and an ability to work independently leading a small team;

Demonstrated professionalism and gravitas and ability to demonstrate thought leadership on architecture, design and community engagement;

Strong administrative operations experience - including sound fiscal management, board relations, and resource management.

Key Responsibilities:

Responsible for communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly;

Responsible for fiscal management;

Chief fundraising strategist who oversees all fundraising activities and is able to draw new resources to the ETCDC as well as maintain existing relationships;

Implementation of programs that support the mission;

Responsible for hiring, retention, and supervision of competent, qualified staff as well as regular evaluations and assignment of tasks.

How to Apply/Contact: To be considered, individuals must provide a letter of interest and a current resume to: search@communitydc.org
The East Tennessee Community Design Center is an Equal Opportunity Employer.