

**Position Description for Executive Director**  
St. Paul's Community Development Corporation  
Paterson, New Jersey

## **OVERVIEW**

St. Paul's Community Development Corporation in Paterson, New Jersey, is a not-for-profit social service organization whose mission is *to serve as an agent of hope, partnering with others to provide need-driven services that improve the quality of life and encourage greater self-sufficiency*. Through urban and suburban partnerships and in collaboration with other organizations, St. Paul's CDC seeks to develop and implement holistic strategies that will help people achieve social, educational and economic self-sufficiency.

St. Paul's CDC was established as a free-standing not-for-profit organization in 1990 to organize and oversee the expanding outreach of St. Paul's Episcopal Church, in particular the St. Paul's Food Pantry and the St. Paul's Men's Shelter. The historic pieces of that ministry and the original core components of St. Paul's CDC are the St. Paul's Men's Shelter (1982) and the St. Paul's Food Pantry (1970). The Shelter is now a 40-bed facility that operates 24 hours a day, 7 days a week, and the Pantry is open Monday through Friday. Other components have been added since that time including basic adult education classes and job training through the Next Step program, outreach to male and female sex workers, Housing & Neighborhood Development, as well as AMERICORPS and VISTA programs that serve the community. St. Paul's CDC annually provides services to an estimated 10,000 low-income individuals and families in the City of Paterson. Presently, the organization has a full-time staff of 21 employees, 4 part-time, as well as 13 AMERICORPS and 2 VISTA members. We involve over 300 volunteers and over 40 congregations from Paterson and its surrounding suburbs in our work. The current annual operating budget is \$1.5 million.

St. Paul's CDC is overseen and governed by a diverse and voluntary Board that meets approximately once per month and intentionally reflects the Paterson community as well as a broad group of institutions and individuals beyond Paterson that form its base of support. The Executive Director is the chief staff person and reports directly to the Board of Directors. The Executive Director has primary responsibility and authority for the management of St. Paul's CDC including: fund raising and development, administrative and financial management, oversight of all operations and staff, public relations and external affairs, and strategic planning. The Executive Director works with and is guided by the St. Paul's CDC Board of Directors, enabling them to govern the organization and fulfill their legal, fiduciary and advisory responsibilities.

This is a critical time in the life and mission of our 17-year-old organization. There is considerable clarity that the structure and design that worked 17 years ago needs to be re-examined and overhauled. While some discussions about the agency's redesign are already underway, it is our hope that a new Executive Director would be a principal player in that process. Thus, we are searching for an Executive Director who has a particular passion for and commitment to a process of strategic change for St. Paul's CDC.

## SPECIFIC AREAS OF RESPONSIBILITY

### *Board of Directors*

1. Gives direction and facilitates the formulation and achievement of the organization's philosophy, mission, vision and strategy, including annual articulation of its goals and objectives. As indicated above, the immediate focus of this work will involve the internal and external redesign of the agency. This process will engage both the CDC's Board of Directors and the Vestry of St. Paul's Church who function as the "members of the corporation" as well as the Rector of St. Paul's Church who functions as the standing President of the CDC's Board.

2. With the help of the President, develops agendas for Board meetings so that the Board can effectively fulfill its legal, fiduciary, and advisory responsibilities.

3. Specifically works with the Development Committee of the Board to ensure that all necessary and appropriate opportunities for fund-raising, grant-writing and development are explored and pursued by the Executive Director and the Board.

4. Ensures that members of the Board are fully informed as to the condition of the organization and all important factors influencing and affecting it, noting when it is appropriate for matters to be shared either in executive sessions of the Board or with the executive committee of the Board.

5. With the help of the Executive Committee and senior staff, the Executive Director organizes meetings and creates opportunities that stimulate the best thinking and involvement of each Board member.

### *Chief Executive Officer*

1. Takes primary responsibility for the organization's consistent achievement of its mission, particularly in terms of its financial objectives. Specifically, this means personal responsibility for fund-raising and development.

2. Ensures that the organization's philosophy and mission is practiced throughout the organization.

3. Works with the Board and Staff to develop and implement strategic plans that achieve the organization's mission and are updated and reviewed on a regular basis.

4. Provides leadership and has ultimate responsibility for developing, implementing and evaluating housing and economic development initiatives, recognizing St. Paul's significant work in this area over the past 10 years.

5. Makes certain that the flow of funds and management of costs permits the organization to make steady progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.

6. Ensures that the development and implementation of personnel development plans and programs will provide the human resources necessary for the achievement of the organization's mission.

7. Takes initiative to address and solve personnel and program problems, issues and concerns in a timely and efficient manner.

8. Maintains a climate that attracts, keeps and motivates top quality people at all levels of the organization — both paid and volunteer.

9. Implements and administers all major policies adopted by the Board and recommends to the Board, for its review and approval, new policies as needed.

#### *Representation of St. Paul's CDC*

1. Serves, with the President, as chief spokesperson for the organization and sees that the organization is properly represented to its various publics including but not limited to donors, congregations, and faith communities.

2. Undertakes as many presentations, talks, or appearances as possible to increase the visibility and promote the mission of St. Paul's CDC, including but not limited to presentations to faith communities in the context of their life and worship.

3. Develops and maintain relationships with other related organizations, ministries, and not-for-profits in Paterson as is appropriate and necessary, including representing St. Paul's CDC through our membership in the Paterson Alliance.

### QUALIFICATIONS

1. Demonstrated capacity and passion for leading a not-for-profit organization through a transformative process of change to a new and different place.

2. Significant experience in non-profit staff supervision, program design and evaluation, budgeting, fund-raising and development, volunteer development, organizational problem solving, and crisis management.

3. Demonstrated leadership, record of accomplishment, and commitment to fund-raising and development, both public and private.

4. Demonstrated expertise in a wide range of social services and community development strategies.

5. Masters degree or equivalent experience in social work, planning, public administration, business, non-profit management or other related field.

6. Excellent communication, analytical, administrative and interpersonal skills.

7. Demonstrated understanding of the role of technology in a cutting-edge not-for-profit organization.

8. Demonstrated ability to develop and manage a strong professional team.

9. Passion for social justice and equal opportunities for all persons.

10. Commitment to excellence and accomplishment of the organizations mission and goals.

11. Demonstrated commitment to a faith-based community.

12. Valid driver's license and car.

13. Fluency in Spanish is a great asset but not a requirement.

**COMPENSATION:** Commensurate with qualifications and experience.

**APPLICATION PROCESS:** To apply, please send cover letter and resume to:

St. Paul's CDC Search Committee OR by e-mail to [rectorstpaul@aol.com](mailto:rectorstpaul@aol.com)

C/O Rev. David B. Wolf

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