

Call for Interest: Community Development Society Executive Leadership Fellow

Introduction

The Community Development Society (CDS) seeks to support a part-time Executive Leadership Fellow for 2020-2022 who will provide fiduciary duty, membership recruitment and outreach, advocacy and coordination of research specific to its mission. The ideal candidate will possess leadership experience in the field of community development, demonstrated ability to manage organizations, national level advocacy skills, and a practice and/or research agenda aligned with the CDS Principles of Good Practice and the CDS mission. A terminal degree (PhD, JD, Masters) is preferred.

Founded in 1969, CDS is a membership-based, nonprofit whose mission is to strengthen community development practice, policy, learning and scholarship through connecting, convening and collaborating. Members hold roles in higher education, government, nonprofit, and private sectors.

As a part of the CDS beliefs, the organization follows core Principles of Good Practice:

- Promote active and representative participation toward enabling all community members to meaningfully influence the decisions that affect their lives.
- Engage community members in learning about and understanding community issues, and the economic, social, environmental, political, psychological, and other impacts associated with alternative courses of action.
- Incorporate the diverse interests and cultures of the community in the community development process; and disengage from support of any effort that is likely to adversely affect the disadvantaged members of a community.
- Work actively to enhance the leadership capacity of community members, leaders, and groups within the community.
- Be open to using the full range of action strategies to work toward the long-term sustainability and well-being of the community.

Fellowship Summary

CDS operates largely through members volunteering to support an annual meeting and international conference, production of print and digital publications, and fundraising. Member volunteers also provide stewardship to the CDS Endowment. The CDS Endowment helps fellow members in a variety of ways, from attending the annual international conferences to enhancing the quality and diversity of CDS programs, to supporting student research.

The CDS Board of Directors intend to transition the organization from a largely volunteer based organization to one supported by dedicated staff. The fellow will serve in the capacity of Executive Director and assist the board in this transition through recruiting members, sustaining and promoting membership, leading development efforts, supporting financial management, facilitating board governance, and coordinating and/or conducting research.

The fellow will serve a 2-year appointment (with an optional third year depending on available funding) and will be located remotely. However, the selected individual will need to establish a mailing address to receive CDS correspondence, use a mobile phone to access the CDS toll-free number, and able to regularly access the internet. The fellow will receive a stipend of \$4,000 per month, a WiFi enabled laptop with MS Office installed, and an allowance for travel to the CDS annual meeting and international conference and up to three additional related conferences annually with approval by the CDS Executive Committee. The fellow will report to the CDS Board Executive Committee with the Vice Chair of Operations providing direct supervision. The fellowship will remain open until the appointment is made. Therefore, qualifications should be submitted no later than January 31st, 2020 for full consideration.

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Responsibilities

- Advocacy
 - Promote and uphold the mission of Community Development Society
 - Serve as a representative for the organization at conferences and all public forums
 - Support the overall success of the CDS publications
 - Provide networking and outreach with other meetings, conferences and workshops
- Development
 - Fundraising (estimated \$25,000 annually in addition to conference proceeds)
 - Develop an annual strategic plan with CDS Board Executive Committee
 - Provide a membership development strategy to Vice Chair of Operations
 - Assist in the planning of annual meeting and international conference and support local host committee during the conference
 - Support annual fundraising strategies (annual giving, grants, fee for service)
 - Provide auction fundraiser support during the annual meeting and international conference
- Board Governance
 - Provide guidance and support to directors and committees on annual timelines and ongoing activities/meetings of the Board & CDS operating committees
 - Attend Board of Director meetings and take meeting minutes
- Membership Management
 - Recruit new members and support current members
 - Administer the membership database
 - Monitor membership renewal notices and greetings to new memberships on a timely basis
 - Assist in the dissemination of pertinent materials to new and current members
 - Monitor and maintain a calendar/timetable of organizational activities and distribute reminders as needed
- Financial
 - Make ad hoc payment for good or services as directed by the CDS Treasury using a CDS issued business debit card
 - Assist in yearly budget preparation, as requested by the CDS Treasury
 - Work with CPA to prepare all bank deposits

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- Work with CPA to receive, verify and prepare checks in payment of bills in accordance with policies and procedures
- Work with CPA to maintain all necessary records and accounts, including a general ledger and check register
- Work with CPA to issue invoices, and process and deposit all membership dues and other accounts receivable
- Work with CPA to ensure that all statements are reconciled and approved by designated fiduciary officers or hired agents at least monthly.
- Work with CPA to prepare monthly, quarterly, and year-end financial statements/reports including the income statement, balance sheet, and statement of cash flows
- Work with CPA to advise Treasurer on cash flow management, financial management, and investment activities and opportunities
- Work with CPA to assist in the preparation of tax filings
- Assist in required audits
- Work with CPA to send quarterly Endowment payments
- Work with CPA to maintain Endowment spreadsheets monthly as part of financial reports

Knowledge, Skills, and Abilities Required

- Strong financial and business management principles including ability to make calculations needed for financial reports (i.e., addition, subtraction, multiplication, division, etc.)
- Competent research and advocacy skills, experience and able to provide praxis between academia, research and community development practitioners
- Strong customer service knowledge and skills in order to best interact with organizational members and leaders.
- Strong proficiency in English, specifically in online and written correspondence
- Strong event coordination and time management skills to handle conference and meeting duties.
- Ability to work with the CDS IT contractor and secured Cloud systems (e.g., Google Drive, Dropbox, etc.)
- Strong active listening and learning skills to work with diverse members, leaders, and partners.
- Strong judgment and decision-making skills regarding the management of materials

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- Strong critical thinking and complex problem-solving skills
- Business writing skills (i.e. memos, reports, etc.) using Microsoft Office products in order to communicate effectively in written form
- Ability to communicate effectively orally when speaking to members, leaders, and partners
- Ability to travel to and from conferences and meetings
- Ability to work remotely and access to the internet

Required Information for Consideration

- Cover Letter
- Resume or Curriculum Vitae
- Contact Information for Three Professional References (Names, Relationship, Emails, Phones)
- Priority deadline for full consideration is January 31st, 2020

Interested individuals should email cover letter, resume or curriculum vitae, and references to operations@comm-dev.org .