



Madisonville Community Urban Redevelopment Corporation
Executive Director
Job Description

The Madisonville Community Urban Redevelopment Corporation (MCURC) is a 501c3, nonprofit, community development corporation focused on improving the quality-of-life for all in Madisonville through economic and community development activities. MCURC seeks a visionary and dedicated Executive Director to lead the organization into its next phase of growth. The Executive Director will lead fundraising, Board development, and strategic initiatives while working with the community to advance neighborhood priorities, support resident leadership, and continue efforts to revitalize Madisonville, recognizing the neighborhood's deep history and commitment to diversity and equity.

Responsibilities

Administration & Finance

- Oversee and monitor day-to-day operations and finances, including developing and administering annual budget, and overseeing the annual audit process.
- Serve as primary operating grant writer and manage successful implementation and reporting of all government and philanthropic grants.
- Oversee all fiduciary responsibilities by providing required tracking, reporting, communication, and other processes, as required by the Board and funders.
- Facilitate the development and coordination of Board/Committee meetings not limited to agenda setting and logistics.
- Manage MCURC's real estate assets and develop sustainability plans.
- Assist in building the Board with a diverse combination of experienced individuals.
- Hire, manage, develop, and evaluate staff and interns.
- Manage professional services including accounting, insurance, consultants, and contractors.

Fundraising and Sustainability Development

- Explore potential sources of funding to sustain the organization and enable it to meet obligations, and to develop and fulfill projects in accordance with its mission.
- Cultivate relationships with individuals, institutional, and governmental funding sources.
- Work closely with the Board to develop fundraising strategies.
- Understand and communicate effectively the goals and mission of MCURC and its alignment with neighborhood planning and goals.
- Develop grant proposals and oversee effective implementation of awarded funds based on funding source requirements. Be responsible for grant writing and reporting efforts.
- Act as the organization's spokesperson to press contacts and through speaking engagements when appropriate.

Community Development

- Develop and maintain effective relationships with community members and stakeholders through proactive and attentive outreach, demonstrating strong integrity and a commitment to MCURC's mission.

- Maintain and support MCURC programs: homeownership development, commercial corridor revitalization, community programming, parks and trail improvement, residential and commercial real estate development.
- Identify future MCURC housing and economic development real estate projects.
- Actively participate in organizations at the local, state and national level to keep apprised of community development trends and inform public opinions on relevant issues.
- Foster relationships with local government and other non-profit and community organizations.
- Ensure MCURC-led community events are well organized and well executed.

Desired Qualifications

- Bachelor's degree in relevant field required (urban planning, real estate development, public administration) or related experience. Master's Degree preferred.
- Working knowledge of nonprofit real estate development, from project conception to completion, including knowledge of urban planning, zoning, real estate finance principles.
- Demonstrated ability to attract and sustain funding from a variety of sources.
- Marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
- Strong written and verbal communication skills.
- Demonstrated experience managing multiple projects requiring a fine attention to detail.
- Ability to build relationships and work effectively with people of diverse social, faith, economic, racial, and ethnic backgrounds.
- A commitment to equitable community development and asset-based community development.
- Proficient in computer applications such as Excel, Word, Powerpoint, Outlook applications (email, OneDrive, etc).
- Experience with Adobe, Canva, InDesign, and GIS mapping software.
- Commitment to the MCURC mission and the Madisonville Quality-of-Life Plan.
- Willingness to work outside traditional work hours, such as weeknight and weekend commitments.
- Ability to inspire trust and to motivate staff and partners.
- Other duties as assigned.

Compensation

\$60-70k, dependent upon the applicant's qualifications. Paid time off. 3% contribution to retirement account.

Application Process

To apply for the position of Executive Director, please submit a cover letter describing your unique background, experience, and/or skill set that qualify you for this position. Please email your application and a resume with at least three references to board@mcurc.org with "Search Committee" in the subject line. Applications will be accepted until the position is filled.

The Madisonville Community Urban Redevelopment Corporation is an Equal Opportunity Employer.