

## **Director of Community Development and Asset Building** **Centro Campesino in South Florida**

### **Position Specifications:**

**Employment Classification:** Regular, Full-Time

**Salary Range:** \$55,000 to \$65,000

**Reports To:** Executive Director

**Location:** Homestead, FL

**Agency Background/Culture:** Centro Campesino Farmworker Center was established in 1972 as a farmworker advocacy organization in response to the deplorable living conditions of farmworkers and other low-income families in South Florida. Today, Centro Campesino provides services in four major areas: 1) **Housing**, includes affordable housing development and rentals, housing rehabilitation/weatherization, and homeownership counseling; 2) **Children and Youth Services**, includes learning centers for youth from low-performing schools, afterschool care, tutoring and a summer camp; 3) **Workforce Development**; includes adult vocational training and job placement and Science, Technology, Engineering, and Math (STEM) internships for high school students; 4) **Social Services and Advocacy** related to emergency financial assistance, disaster relief, fair housing, increasing access and referral to services, and a “know your rights campaign” for immigrants. Since its inception, Centro Campesino has built over 500 single family homes for low-income families, managed 132 affordable rental units, and rehabilitated more than 6,000 homes for rural low-income families in 11 Florida counties. The organization has guided over 3,000 families through the homeownership process, and assisted over 2,000 distressed homeowners facing South Florida’s foreclosure crisis. Centro Campesino’s YouthPride program is a nationally recognized “21<sup>st</sup>” initiative serving over 150 children daily (in two educational facilities). Website: [www.centrocampesino.org](http://www.centrocampesino.org)

### **Job Description:**

The Director of Community Development and Asset Building will plan and manage community development programs within the company’s market. This position oversees program delivery activities related to asset building, including **Financial Capabilities Coaching, Home Ownership Counseling, Affordable Housing, and Property Acquisition and Development**. The Director is expected to leverage his/her skills and experience in affordable housing and economic development best practices and play a key role in advancing the organization’s mission and strategic goals.

The Community Development and Asset Building Department serves over 1,500 customers annually and is poised for continued growth. This opportunity not only requires professional skill and experience but a commitment to community-based decision-making, collective responsibility, shared leadership, and equity.

The position is responsible for developing partnerships with groups that provide services that complement Cento Campesino’s lines of business. The Director will maintain contact with and conduct outreach to a range of community and economic development entities. These could include advocacy organizations and service providers, housing developers and providers, trade associations, community development and faith-based organizations, lenders, economic developers, funders, public agencies, elected officials, civic groups and others. Work requires considerable judgment, creativity, organization and time management.

The position is central to strengthening the organizational brand, provision of a customer-centric experience to the public, program coordination, and effective management of personnel in service delivery. The Director

will have the opportunity to design and implement new products and services based on specific community needs. The Director will report to the Executive Director and is an integral member of the organization's management team.

**Essential Duties and Responsibilities:**

- Manage and supervise the service and program delivery activities of Cento Campesino related to asset building, including Financial Capabilities Coaching, Home Ownership Counseling, Affordable Housing, Property Acquisition and Development, Community Facilities, and other Cento Campesino priorities. Oversee progress of projects in terms of budgets and timelines, negotiation and management of professional services contracts, and economic development/financing negotiations.
- Work to build a strong pipeline of projects and clients in assigned programmatic focus areas.
- Identify, evaluate, recommend and develop new business opportunities within assigned programmatic priorities and geographic areas.
- Establish and manage positive and effective partner relationships with nonprofits, developers, lenders, technical assistance providers, and other key stakeholders. Liaison with various local, State, and Federal agencies.
- Manage program reporting and compliance, including monitoring for assigned programs.
- Generate reports and information required for management and reporting purposes.
- Monitor market trends and gather and update relevant community development program information and market data. Prepare studies, reports and recommendations to achieve organizational goals related to community and asset development.
- Solicits, negotiates and secures project financing/support from public and private sources; including preparation and submission of grant applications and proposals to secure resources.
- Train, support and manage staff to be effective and technically excellent. With the support of the Executive Director, create departmental policies and procedures that promote high quality products and effective work environment.
- Serve as an articulate, visible and effective spokesperson for the organizations and its projects; including presentations and reporting to partners, Board of Directors and other community stakeholders.
- Work with the Executive Director to advocate for policies, programs and funding that supports and expands affordable housing and community development opportunities in the community.
- Work closely with other program areas of Cento Campesino, including the construction team, the education team, property management team, and Cento Campesino's branches.
- Other duties as assigned.

**Competencies/Skills and Qualifications:**

- Minimum of 8 years of relevant experience (e.g., community/economic development, financial structuring, housing development, or related field) with at least 6 years in progressive leadership positions.
- Direct knowledge of/technical proficiency and experience in at least two of Cento Campesino's key lines of business: financial capability, homeownership solutions, property finance and development, workforce development, and community revitalization.
- Demonstrated experience in the community-based or nonprofit field, and familiarity with the common organizational challenges faced by nonprofits.
- Proven successful experience in preparing grant funded applications (at least 4 years).
- Strong project management, organizational and time management skills with exceptional attention to detail. An entrepreneurial and creative approach to problem solving

- Strong interpersonal skills and ability to form relationships and network with community members and other leaders, partners, and clients. Team-building spirit.
- Analytical skills and ability to think critically, exhibited by the ability to take information from a wide variety of sources and synthesize/analyze the information in the context of Centro Campesino's mission. Ability to analyze complex data, perform sophisticated analysis and make appropriate recommendations and decisions.
- Strong written and communication skills. Ability to communicate effectively to groups and individuals (e.g., community/economic development practitioners, engineers, architects, contractors, developers, businesses, employees and the public).
- Ability to multi-task and to excel in a fast-paced environment. Resilient, versatile and flexible.
- Excellent customer-service skills.
- Ability and desire to work as needed to complete projects.
- A professional and resourceful style; the ability to work independently, as a team player; and the initiative to take responsibility to address issues as needs arise.
- Passion and dedication to Centro Campesino's mission and work.

**Preferred Education and Experience:**

- Master's degree in business, finance, non-profit management, community development, or related field preferred and at least five years of experience in community development, program management, financial structuring, or performing the duties described in the "Essential Duties and Responsibilities" section above is required.
- In lieu of a Master's degree, at least eight years of experience in community development, financial structuring, and performing the duties described in the "Essential Duties and Responsibilities" section above is required.
- Demonstrated experience managing community development programs.

**Benefits:**

Centro Campesino is an equal opportunity employer. Centro Campesino is committed to providing a comprehensive, competitive and cost-effective benefits package that promotes a culture of employee well-being. The benefits package, includes company-paid health insurance, sick and annual leave, life insurance and long-term disability insurance and 403b retirement account program with company contribution after 1 year of employment, and an employee-paid dental insurance policy is also available.

To be considered, submit a letter indicating how you are an excellent match for the position requirements and a resume to Alicia Moreno at [AMoreno@CCFCFL.org](mailto:AMoreno@CCFCFL.org)