



***CENTRAL DISTRICT
COMMUNITY
PRESERVATION AND
DEVELOPMENT
AUTHORITY
IS HIRING***

CHIEF EXECUTIVE OFFICER

Reports To: Board of Directors

Status: Full Time

Location: Seattle, WA

Apply By: July 15, 2022

ABOUT CDCPDA & THE MCKINNEY CENTER FOR COMMUNITY & ECONOMIC DEVELOPMENT

The Central District Community Preservation and Development Authority (CDCPDA) was created in 2019 by the Washington State Legislature to mitigate the adverse effects of major public works and capital projects on the Central District of Seattle. The CDCPDA's mission is to drive economic empowerment for African American, other minority and under-served communities through employment, career advancement, education, training, and business development. Despite the first meeting being held on August of 2020 in the middle of a pandemic, much has been accomplished: a dedicated 11-member Board of Directors was elected, active committees were established, administrative services from sister organization Historic South Downtown CPDA were obtained, operational funds for the next 15 months were secured, and ownership of the Seattle Vocational Institute (SVI) building was received from Seattle Colleges. The historic building, initially completed in 1975 as an educational facility, has been renamed The McKinney Center for Community and Economic Development in honor of the Rev. Dr. Samuel Berry McKinney.

Rev. Dr. McKinney was responsible for bringing Seattle Opportunity Industrialization Center (SOIC) to Seattle for the purpose of training, educating, and uplifting African Americans in Seattle so that those who were unemployed or underemployed were equipped with the life and job skills necessary to compete in the workforce. A Baptist minister, Rev. Dr. McKinney co-founded SOIC in the basement of his church and his educational model was replicated nationally with more than 50,000 students having graduated from SOIC, Washington Institute of Technology (WIAT), and SVI. That facility, and Dr. McKinney's legacy, remains and CDCPDA has begun to restore the building to productive use.

CDCPDA's vision is that African American, and other ethnic minority and underserved families and businesses, will continue to live and grow with dignity in the Central District of Seattle (CD) through receiving quality education, career opportunities, livable wage jobs, and affordable housing while being recognized for their contributions to Seattle and society on a national and international level. For more information, visit <https://www.mckinneycntr.com/>

ABOUT THE POSITION

CDCPDA seeks a strategic, visionary, entrepreneurial, and community-centered leader as its first permanent Chief Executive Officer (CEO) to lead this dynamic organization during its critical early ramp up stage and steer successful renovation and transition of services into The McKinney Center. The CEO will have the exciting opportunity to inform

and shape the direction, with Board and community input, ensuring strong vision and mission alignment within organizational and facility use development. The CEO is responsible for overseeing the day-to-day management of the team and operations as well as leading the visioning, planning, and implementation needed to fully occupy The McKinney Center in a way that serves and meets the needs of the CD community. The CEO will also be the external face of, and voice for, the organization listening to and closely collaborating with community stakeholders to ensure engagement and support. This role requires both immediate and longer-term planning and management across the following key set of responsibilities:

Key Roles & Responsibilities

- Lead, hire, and develop a small team and be the primary liaison with core project consultants and contractors
- Manage, support, and develop the experienced, dedicated Board of Directors including Board Meeting and other engagement
- Lead, in collaboration with the team and community, the organization in achievement of its initial core goals to:
 - Assist community-based organizations in providing workforce skills training, mentorship, and coaching that will increase the ability of businesses to live and grow with dignity in the Central Area of Seattle.
 - Create a pioneering educational academy that will provide increased access and support for middle and high school, college-aged and career-ready African Americans, other ethnic minority, and underserved families in the pursuit of knowledge and training in mathematics, science, technology, the arts, and humanities
 - Develop and support leaders, including young leaders, from the Central District who will forge connections within and among businesses, community members and educational institutions
- Guide the Board and staff in a collaborative strategic planning process, inclusive of community voice, that results in a clear and compelling set of organizational goals for the future and effective strategies to achieve those goals and scale the organization
- Design and implement a revenue-generation model with a multi-year fundraising plan, including assessment of the feasibility of an endowment, and ensure appropriate staffing and/or consultants to execute the plan successfully
- Develop the organizational infrastructure and manage day-to-day operations
- Shepherd the organization's finances including meticulous budget and audit management
- Create a clear vision for intergenerational community use of the facility including a process and parameters for determining a set of core values-aligned tenants and other mission-aligned revenue streams
- Provide direction and oversight on project and construction management for the renovation of the 111,000 square foot building in need of up to \$29,000,000 in repair and improvements
- Work with staff to develop and ensure systems to track progress and evaluate program components
- Represent the organization externally to government, community, and other stakeholders inspiring partnership and collaboration and maintaining and building support
- Be an external presence and advocate in the community, ensuring the needs of CD's African American community are kept central to the work and are supported in external policy and advocacy initiatives
- Build new partnerships for program and operational delivery and strengthen existing relationships
- Create and strengthen the brand awareness and presence of the organization including enhancing web and social media presence and finding new ways to connect with community

Key Qualifications

- At least 10-15 years of increasingly responsible senior management experience in relevant sectors such as nonprofit or philanthropy, state/local government, or for-profit/corporate
- Strong leadership and management skills including serving on, reporting to, and/or engaging with Boards of Directors and directly supervising a team of at least 3-5 people
- Experience successfully leading complex organizations or projects with multiple stakeholders
- Demonstrated ability to manage a budget, control costs, identify risk, and creatively resolve fiscal challenges
- Demonstrated success and interest in, as well as connections to support, raising funds from government, philanthropy, corporations, individual donors, or other sources of funds including earned income
- Genuine connection to and/or understanding of the Central District community and its legacy of African American advocacy and achievement or other similar communities that have been marginalized, under-served, and/or displaced
- High emotional intelligence, humility, integrity, and grace to engage effectively with a diverse set of internal and external stakeholders with respect and accountability
- Stellar written and oral communications skills and relationship-building aptitude to be able to listen, inspire, and built trust with people from all backgrounds and across all levels
- Willingness to serve as a community ambassador speaking truth to power and lifting community needs and solutions with passion and persuasion
- Ability and desire to continually learn new skills, strategically solve problems, and apply lessons learned to future decisions and work
- Familiarity or comfort managing vendors including contract negotiation and management
- Proficient in Microsoft Office and Google Suites as well as other general computer software and tools
- Experience launching new organizations or initiatives and/or managing existing organizations or initiatives through a period of significant growth a plus
- Facilities management and/or large construction, engineering, and architecture project experience a plus
- Bachelor's degree, or experience in excess of the minimum, required, Master's degree a plus

COMPENSATION & BENEFITS

CDCPDA will offer a competitive target salary of \$180,000 with an annual cost of living adjustment ranging from 5-10% and eligibility for a performance-based bonus of up to \$15,000. The comprehensive benefits package will include medical, dental, and retirement plans; 12 paid holidays with one discretionary day; and other offerings.

HOW TO APPLY

CDCPDA is partnering with Black- and women-owned national strategic management consulting and executive search firm [Walker and Associates Consulting](#) for this search. To apply, email a cover letter, resume, and list of three references (candidates will be notified in advance of any outreach to your references) to cdcpda@walkeraac.com on or before 5:00 p.m. PT on July 15, 2022. Once combined PDF is preferred and use the subject line: Chief Executive Officer. Resume review begins immediately. *Questions or Nominations?* Contact Jeannine N. Walker, President and CEO, at jwalker@walkeraac.com.

CDCPDA is an equal opportunity employer dedicated to serving African American and other minority and under-served communities. We encourage diverse applicants representative of the Central District community or other similar communities to apply.