



Description of Job Opening

Title: Executive Director for New Life CDC *January 25, 2019*

In 8 years New Life CDC has more than tripled its budget in service to the local Elmhurst and Corona community and Queens, NYC. Neighborhood impact has also grown with most recent recognition from NY City Council and the Queens Borough President. The mission is to provide relief, cultivate restoration and model reinvestment among the poor and marginalized as a demonstration of the love of God. In its 25th year of operation, the organization is looking to fill the Executive Director role to position itself for greater impact and empowerment of its guests, volunteers and partners.

ACCOUNTABILITY:

New Life CDC Board Chair or Designate

JOB SUMMARY:

Execute mission and vision of New Life CDC.

QUALIFICATIONS:

- Committed to the vision and 3R (Relief, Restoration, Reinvestment) values of New Life CDC and the 5Ms (Monastic, Multi-racial, eMotionally Healthy, Marriage to Christ, Missional) of New Life Fellowship.
- 8+ years experience in leading within a multi-racial, urban context w/ varied socio-economic demographics
- 5+ years experience in executive organizational leadership for a \$500,000+ community development org
- Experience in strengthening financial sustainability of organization
- Experience in building operational capacity of an of organization with strong written and oral skills

RESPONSIBILITIES:

1. Understand local neighborhood demographics and trends in the community and among low-income populations.
2. Document and articulate 3-5 year strategic direction of organization while preserving mission and values.
3. Lead staff and key volunteers through strategic planning and execute accordingly.
4. Provide staff oversight (hiring, performance, compensation, evaluation) for organizational health and productivity.
5. Oversee and evaluate program operations or organizational partnerships to ensure 3R values are preserved with high quality and efficiency.
6. Develop and execute expansion plans in locations with a NLF congregational presence.
7. Strengthen fundraising capacity by growing individual donor base and increasing revenue from corporations, foundations, local businesses and city and state government.
8. Expanding marketing operations (social media, print, local partnerships, etc) to increase awareness of New Life CDC programming in the neighborhood.
9. Report to the New Life CDC Board and serve on the NLF Executive Team. Attend NLF all-staff meetings.

For inquiries, send resume and cover letter to info@newlifecdc.nyc.

For additional information about New Life CDC, visit newlifecdc.nyc.

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