



About Southeast CDC

HISTORY

Southeast Community Development Corporation is one of the oldest community development corporations in Baltimore, MD. Founded in 1975 as Southeast Development, Inc. (SDI), we were the development arm of the Southeast Community Organization (SECO), an umbrella community organization founded by community activists that included U.S. Senator Barbara Mikulski (Ret.). SDI produced hundreds of units of affordable housing as well as a number of commercial projects. In 2000, SDI separated from SECO and became Southeast Community Development Corporation.

RECENT GROWTH

Since 2019, both our staff size and budget have doubled, partly due to federal and state COVID relief funding. Furthermore, we have been awarded approximately \$3 million in Baltimore City American Rescue Plan funding, a crucial federal allocation aimed at mitigating the economic and health impacts of COVID-19. Managing these funds efficiently and effectively is a priority for the near future, ensuring adherence to scope, timelines, and budget.

AT A GLANCE

- Number of staff: **22**
- Percent of bilingual staff (English/Spanish): **70%**
- FY24 operating budget: **\$2.4M**
- Number of neighborhoods served: **27**
- Number of housing counseling clients annually: **550**
- Number of Family Stability clients annually: **30**
- Number of Baltimore New American Access Coalition clients annually: **120**
- Number of businesses in Highlandtown Main Street & Arts districts: **312**
- Public space project funding raised since 2014: **\$8.8M**
- Housing rehab and repair funds raised since 2020: **\$5.5M**



Our Programs

- **Housing Counseling**
- **Neighborhood Revitalization**
- **Community Schools**
- **Affordable Housing Redevelopment**
- **Highlandtown Arts District**
- **Highlandtown Main Street**
- **Family Support Case Management**



Our Mission

Southeast CDC promotes healthy, vibrant, and diverse communities in Southeast Baltimore through creative community development projects and proven programs.

Our Vision

The Southeast CDC is dedicated to growing and supporting a thriving, socioeconomically and racially diverse Southeast Baltimore where residents share in the success and improvement of their communities.

To achieve this vision we stimulate private and public investment in housing, infrastructure, parks, employment and city services; mobilize and support existing residents to participate in the planning and implementation of community projects that improve their quality of life; and attract residents to homeownership while preserving good quality affordable housing.

This work is multi-layered and can only be accomplished with partners in the community –residents, first and foremost, but also with community organizations, schools, anchor institutions, government, and business and employers—that share in this vision.

We mobilize and empower existing residents to engage in the planning and execution of community initiatives that enhance their quality of life. Additionally, we strive to attract residents to homeownership while preserving affordable housing options of high quality.

While the Southeast CDC is dedicated to the vitality of Southeast Baltimore, the organization is most effective in areas where there are resident and organizational partners, community leadership, and an existing or emerging homeownership market.

Our Values

Respect. We include and honor leadership and contributions from diverse stakeholders so that our work is authentically grounded in the community.

Credibility. We set feasible and realistic goals at the intersection of community needs and organizational capacity, and we hold ourselves accountable to our stakeholders to do the things we promise.

Learning. We improve our work by applying recognized, innovative and data-driven practices and by a regular rigorous evaluation of our work.

Collaboration. We work in partnership with residents and community leaders building from that base to develop coalitions with non-profit partners, funders, business leaders, and public officials.

Persistence. We are committed to the people and communities of Southeast Baltimore and to programs with sustainable, long-term, and measurable impact.

Equity. We engage communities in a way that means better outcomes for all residents in economically, ethnically and racially diverse communities.



Executive Director Role

The Executive Director is hired by and reports to the Southeast CDC's board of directors. Many of the Executive Director's responsibilities are "standard" for a nonprofit executive, namely:

- Provide leadership to our staff members to ensure the organization's effectiveness.
- Oversee Southeast CDC's general operations and finances.
- Establish and steward professional relationships with community partners and funders.
- Represent Southeast CDC to a broad array of audiences.

The Executive Director is the **primary person responsible for raising and managing an approximately \$2.4 million annual operating budget**. In addition to the operating budget, Southeast CDC maintains a portfolio of properties including the main office as well as residential properties under renovation for resale to promote affordable homeownership. The organization is financially stable, with fifty active grants in FY23, numerous long-term supportive funders, and operating reserves.

The Executive Director will also **lead the development and implementation of an updated strategic plan** in collaboration with the staff and Board - including a review of current Southeast CDC office space needs with the potential to lead a process to redevelop a property in order to consolidate office spaces in a new building.

Specific Roles and Responsibilities

Team Leadership

- Lead the operations and activities of Southeast CDC; directly supervise the management team consisting of the Deputy Director, Director of Homeownership and Family Success, and Director of Family Support Programs.
- Develop and implement employment policies and practices that ensure a diverse and inclusive work environment.

Strategic Leadership

- Play a pivotal role in updating the organization's strategic plan, working closely with staff and the Board to develop and implement the plan that is responsive to the unique challenges and opportunities present within Southeast Baltimore's neighborhoods.
- Collaborate with the Board of Directors and its Chair to plan meeting agendas, coordinate Board and staff activities, and monitor progress toward organizational objectives.
- Develop and recommend community development strategies in collaboration with relevant Board members and city officials.
- Support staff to make strategic decisions regarding program implementation, balancing organizational priorities with funder and partner priorities and staff capacity.

Public Leadership

- Serve as the primary public face of the organization, representing the Southeast CDC in the following ways: public events, press inquiries, government relations, advocacy, and key partnerships.
- Develop or sustain collaborative projects with other community-serving nonprofits to maximize impact.
- Foster authentic relationships with community members, stakeholders, and local leaders to better serve the needs of our residents.
- Advocate for equitable public policies and practices that promote the well-being of all Baltimoreans.
- Embrace the rich cultural heritage and history of Baltimore, incorporating it into the fabric of our work.

Administrative Leadership

- Oversee the management of the organization's budget, audit, and expenses, in collaboration with relevant staff, accounting consultants, and board.
- Manage the acquisition and disposition of properties and other assets of the corporation.
- Lead fundraising initiatives and resource development efforts, leveraging non-profit development experience to secure financial resources for the organization.
- Administer annual operating budgets for the organization.
- Manage the organization's insurance policies.

Human Resources

- Implement Southeast CDC's Employee Handbook policies.
- Build an equitable, inclusive team culture that supports staff leadership development, particularly leaders of color.
- Participate in periodic evaluations of staff and organizational performance.
- Respond to employee circumstances that require corrective action, with the support of our human resources consultant.
- Oversee the provision of employee benefits, including administering our health plan, parental leave, retirement savings accounts, and short term disability program.





The Ideal Candidate

- Enthusiasm for working within Baltimore City.
- People-centered, empathetic practitioner, with experience leading diverse teams.
- High level of customer service orientation.
- Comfort in an English/Spanish bilingual work environment.
- Minimum five years of progressively responsible experience in professional community development activities, including management and supervisory roles.
- Strong knowledge of Federal, state, and local laws pertinent to community development.
- Understanding of the real estate market in Baltimore neighborhoods or relevant experience in similar real estate environment.
- Understanding of Baltimore's immigrant communities, particularly Latino residents of Southeast Baltimore.
- Excellent verbal and written communication skills, including grant-writing and public speaking.
- Demonstrated leadership abilities with a proactive approach to addressing challenges and opportunities throughout all endeavors.
- Self-directed with strong initiative, discretion, and judgment in executing job functions.
- A demonstrated commitment to equity, diversity, and inclusion throughout their professional leadership, including in staff recruitment and management, strategic leadership, public advocacy, and community relations.
- Bachelor's degrees required, Master's degree preferred, with a focus in community or economic development, planning, or related field.
- Competent in Microsoft Office programs, Google Drive, and Adobe design software.

Schedule and Location

Southeast CDC offers a comfortable office environment in one of the most diverse and dynamic neighborhoods in Baltimore. Since COVID we have offered employees a flexible, hybrid work environment with some remote and some on-site work. The Executive Director will be expected to work primarily on-site at 3323 Eastern Avenue in Highlandtown. Some work tasks may be completed remotely.

COVID Policy

All Southeast CDC employees and new hires are required to be vaccinated against Covid-19 as a condition of employment. All vaccinated employees are required to show proof of vaccination to include the date(s) and type of vaccine. No explanations or other personal health information will be requested or reviewed. New hires must be vaccinated against Covid-19, and its variants, prior to the first day of work at Southeast CDC. If a candidate is unable or unwilling to become vaccinated, the offer of employment can be rescinded.

Compensation

Salary range: \$120,000 - \$160,000

Southeast CDC has a comprehensive benefits package for full-time staff which includes medical, vision, dental, and short-term disability as well as a generous PTO policy, tuition reimbursement, and a 403b plan.



HOW TO APPLY

Emailed applications only—no paper submissions without prior approval. Please address your email to [hiring@southeastcdc.org](mailto: hiring@southeastcdc.org) and use “Southeast CDC ED Application” in the subject line. Then attach as separate PDFs: 1) a resume; 2) the names/contact information for three references; and 3) a written statement that highlights your interest and qualifications for the position of Executive Director and makes a case for your employment.

Applications will be accepted on a rolling basis.

Please direct any questions about this position to [hiring@southeastcdc.org](mailto: hiring@southeastcdc.org).