EXECUTIVE DIRECTOR

JOB DESCRIPTION

TIME: Three Quarter Time  
BENEFITS: Yes  
STATUS: Non-Exempt  
REPORTS TO: Board of Directors  
SALARY: $60,000 - $75,000

Overview:
Ukiah-based nonprofit seeks dynamic leader with diverse professional and social skill sets to join friendly and competent team with the goal of growing prosperity in Mendocino County and the surrounding region. The ideal candidate will build collaborative working relationships within the EDFC organization, with local economic and community development organizations, including those serving diverse communities, and with regional economic development organizations.

About EDFC:
Economic Development & Financing Corporation (EDFC) is a 501c3 non-profit Community Development Financial Institution (CDFI). Founded in 1994 by the County of Mendocino and its four incorporated cities (Ukiah, Fort Bragg, Willits and Point Arena), EDFC strives to grow its mission of “Connecting money and ideas with entrepreneurs to create sustainable prosperity in Lake & Mendocino Counties” through access to capital at all stages of business ownership.

EDFC provides access to capital as a small business and micro-loan lender, through four distinct loan funds. The deployed revolving loan portfolio totals $2.4M with an additional $2.6M available for lending. EDFC created the first Direct Public Offering for non-accredited investment in economic development and raised over $350K to fund a local wool processing facility.

Executive Director Position:
The Executive Director (ED) reports to the Board of Directors and is responsible for leadership, oversight and management of EDFC and its programs. The organization seeks a candidate with an entrepreneurial attitude and the ability to manage and grow the loan portfolio. EDFC is a collaborative economic development partner with the County and the four incorporated cities and participates in economic development projects with local and regional planners. The Executive Director works with an invested Board of Directors and staff to bring EDFC’s services to its target communities.
Education and Experience:
The Executive Director should have the following skills and experience:

- Passion to improve and diversify the economy of our region and increase its resiliency
- Minimum of three years of experience in administration and management of a non-profit, economic development, lending institution, CDFI or public service agency or related organization
- Strong fiscal management, resource development and maintenance, agency and program planning and public relations
- Undergraduate degree in business, nonprofit or public administration, or related field, preferred; Advanced degree highly desirable.
- Sensitivity to social, economic and cultural diversity
- Excellent writing and public speaking skills
- Experience with the following areas: grant writing and management, creating partnerships with stakeholders, lending or other economic development skills
- Ability to analyze economic data
- Proficiency in technology
- Ability to work under pressure of deadlines, and establish and maintain cooperative working relationships with employees, officials, other agencies and the general public
- Appreciation of working as part of a team that values the role of the organization in the Mendocino County community

Job Responsibilities:

- Direct and coordinate organization’s financial and budget activities in order to fund operations and increase efficiency
- Oversee lending program; Procure loan guarantees through existing state programs
- Direct and implement policies, objectives, and activities of the organization in alignment with the business and strategic plan
- Negotiate or approve contracts and agreements with local jurisdictions, federal and state agencies, and other organizational entities
- Participate in economic development planning with local and regional partners
- Represent EDFC on various boards and commissions
- Attend meetings to present information to stakeholder and community groups
- Serve as a liaison between various regional organizations and state and Federal agencies
- Assure that EDFC adheres to any requirements and standards set forth through contractual agreements with granting agencies
- Maintain records and prepare reports for all stakeholders
- Develop new funding sources
- Manage staff, and delegate tasks and authority

Application Process:

Please submit a current resume and a cover letter of no more than two pages, addressing your interest in the position and what makes you uniquely qualified. Include your relevant experience and skills as related to the job description, (i.e. collaboration, communication, planning, public speaking, fiscal management, fund development, lending and economic development). Submit to:  diann@edfc.org; EDFC, 208 B South Oak St. Ukiah, CA 95482

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