



Date: October 15, 2024

Job Posting: Chief Operating Officer (COO)

Organization: Martindale Brightwood Community Development Corporation

Location: Indianapolis, Indiana

Position: Chief Operating Officer (COO)

Reports To: Chief Operation Officer (CEO)/Executive Director

Application Deadline: Friday, November 15, 2024

About Us:

Martindale Brightwood Community Development Corporation (MBCDC) is a nonprofit 501 (C)3 organization dedicated to transforming communities through affordable housing, economic development, and comprehensive community education and outreach. Our mission is to be a catalyst for sustainable revitalization of Martindale Brightwood and surrounding neighborhoods through housing, economic development and community education. We believe that by addressing the fundamental needs of real estate development, economic empowerment, and community outreach. We can drive meaningful and lasting change.

Position Overview:

This is a succession role. We are seeking a dynamic and visionary Chief Operating Officer (COO) to lead our operational efforts and drive the strategic initiatives of our organization. The COO will play a critical role in ensuring that our programs and services are executed efficiently, effectively, and in alignment with our mission to move the poverty needle in our targeted community. We are looking for a COO who can hit the ground running as the next CEO on January 1, 2026, as the current CEO is preparing to retire from the CEO position December 31, 2025.

Expectations for next Executive Director

- Community leader that represents the community
- Emotionally intelligent, effective communicator, ability to initiate and participate in crucial conversations internally and externally.
- Culturally competent. Experience in connecting with low- and moderate-income families.
- Skillful fund management
- Plans and advocates for Professional Development for staff.
- Maintains an inclusive environment.
- Action oriented, experience in setting and reaching goals that move the needle.
- Knowledge and access to resources to strengthen the neighborhood and understand gentrification opportunities.
- Knows how to raise money (unrestricted funds).
- Cultivate donors at different levels.

COO Key Responsibilities:

1. Strategic Leadership:

- Collaborates with integrity, working with the Executive Director/CEO and Board of Directors to develop and implement strategic plans that advance the organization's mission and goals.
- Drive operational excellence and ensure alignment with strategic priorities in affordable housing, economic development, and community education.

2. Operational Management:

- Oversee the daily operations of the organization, ensuring that programs are delivered effectively and efficiently.
- Implement and monitor operational policies, procedures, and standards to enhance performance and achieve desired outcomes.

3. Financial Oversight:

- Manage the organization's budget, financial planning, and resource allocation in collaboration with the finance team.
- Ensure financial controls and compliance with relevant regulations and policies.

4. Program Development and Evaluation:

- Lead the design, implementation, and evaluation of programs and initiatives aimed at addressing housing needs, economic challenges, and educational gaps in the community.
- Utilize data and feedback to refine programs and measure impact.

5. Team Leadership:

- Provide leadership, mentorship, and support to the senior management team and staff.
- Foster a positive and inclusive work environment that promotes professional development and high performance.

6. Community and Stakeholder Engagement:

- Build and maintain relationships with community leaders, partners, and stakeholders to advance the organization's mission and objectives.
- Represent the organization at community events, meetings, and public forums.

7. Compliance and Risk Management:

- Ensure adherence to legal, regulatory, and organizational standards.
- Identify and mitigate operational risks to protect the organization's assets and reputation.

Qualifications:

- **Education:** Bachelor's degree in business or financial administration, Non-Profit Management, Social Work, or a related field. Advanced degree preferred.
- **Experience:** Minimum of 5 years of progressive leadership experience in management, with a proven track record in operational oversight and program development and 2 years of experience in a non-profit leadership staff or board of director role.
- **Skills:** Strong strategic thinking, operational management, and financial oversight skills. Excellent leadership, communication, and interpersonal abilities.
- **Knowledge:** Deep understanding of affordable housing, economic development, and community education issues. Familiarity with the specific needs and challenges of underserved communities.
- **Commitment:** Demonstrated passionate about social justice and dedicated to making a significant impact on poverty reduction.

Why Join Us?

- Be part of a mission-driven organization committed to transforming lives and communities.
- Lead impactful programs that address critical issues in affordable housing, economic development, and education.
- Work in a collaborative and supportive environment where your expertise and ideas are valued.

Starting Salary and Benefits: \$80,000 - \$85,000 annually, Paid time off including 14 annual holidays, vacation and sick time, \$5,000 annual contribution to medical expenses, and options for employee paid and owned medical and life insurances through Colonial Life (ColonialLife.com).

How to Apply:

Interested candidates should submit a resume and a cover letter outlining their qualifications and experience relevant to the position to mbcdc_Board@mbcdc.org by Friday, November 1, 2024. Please include "COO Application – [Your Name]" in the subject line.

Martindale Brightwood Community Development Corporation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.