



COOPERATIVE DEVELOPMENT INSTITUTE

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Cooperative Housing Director

New England Resident Owned Communities (NEROC) Program

Reports To: This position will be supervised by the Executive Director and will work in partnership with other CDI staff.

Salary and Hours: Salaried position, salary \$80,000 or commensurate with experience, for full-time work (40 hours/week). Paid time off (3 weeks vacation, increasing to 4 weeks after two years' tenure, plus 8 paid holidays/year). Health benefits. Family and Medical Leave. Mileage reimbursement at the IRS rate. Ability to contribute to a retirement plan.

About The Cooperative Development Institute (CDI)

The Cooperative Development Institute (CDI, www.cdi.coop) is the Northeast's Center for cooperative business education, training, and technical assistance. CDI was founded in 1994 by cooperative leaders across industry sectors to build a cooperative economy in the Northeast.

Our mission is to work with people in the Northeast to create cooperative businesses, housing and networks that grow a prosperous, equitable economy. We envision a democratically-owned and just economy where everyone can fulfill their needs and aspirations.

CDI works to support, advise, and provide technical assistance to all sorts of cooperatives in the Northeast. CDI's New England Resident Owned Communities (NEROC) program provides support and assistance for residents of manufactured home communities to purchase their parks and run them cooperatively. Our Business Ownership Solutions (BOS) program focuses on conversion of existing businesses to worker ownership and our Cooperative Food Systems (CFS) program works with all food-related cooperatives; from assisting New American and Native American farmers to rural food cooperative retail stores and producer co-ops. Cooperative Business Services (CBS) addresses the needs of all types of co-ops for education, business development, and networking needs. And that's not all we do!

CDI is a virtually based 501(c)3 non-profit that has 26 employees. CDI employees enjoy their jobs and appreciate the flexibility of working from home, the commitment to continuous learning, and interesting and varied work. Because our organization is transparent, accountable, and participatory, our staff's ideas and opinions count. We are committed to maintaining this as a priority.

Position Overview

This director-level position oversees CDI's largest and fastest-growing program, serving rural and suburban communities throughout New England and upstate New York, with 5 direct reports. A department of 3 state-level managers, a training specialist, an administrative supporter, and 10 enthusiastic and knowledgeable direct-service Technical Advisors are dedicated to seeking, packaging, acquiring, and supporting the conversion of manufactured housing communities to resident ownership and ongoing democratic management. CDI has been highly successful, converting over 4,300 homes in

THE SOURCE FOR COOPERATIVE BUSINESS DEVELOPMENT IN NEW ENGLAND & NEW YORK

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45 communities in 9 years to resident control; a major and growing force in affordable housing stabilization.

Roles and Responsibilities

- Reaffirm/update the strategy, planning, & policies of NEROC during a restructuring process beginning in the fall of 2019, in alignment with CDI's mission and strategic plans.
- Lead the supervision and hiring of department staff, including participating in hiring committees, developing workplans, accountability to shared agreements, and evaluation. Develop and support staffers in skill-building, leadership, work/life boundaries.
- Oversee NEROC budget: develop, monitor, propose and implement adjustments as needed.
- Lead negotiations and oversee contracts with all NEROC consultants and partners.
- Oversee, coordinate, and approve incoming opportunities for new conversion projects, with support from staff and consultants.
- Oversee workflow, pipeline, and follow-up support for clients in coordination with staff.
- Represent NEROC/CDI in external activities; conferences, discussions with partners.
- Support fundraising, communications, and policy efforts as needed.

Required Skills & Experience

- Strong knowledge of fiscal management, strategic planning, and nonprofit management practices.
- Strong interpersonal communication, facilitation, and democratic management skills, with compassion and assertiveness.
- Affordable housing development/transaction expertise, including financial analysis, financing structures, contract negotiation.
- Entrepreneurial and organized, detail-oriented and able to plan and anticipate challenges.
- Committed to high volume, collaborative processes, projects and organizations.
- Understanding of and commitment to cooperative values.
- Experience working with diverse groups of people.
- Proven ability to learn quickly, process a lot of information, and apply it on the job.
- Comfort working remotely/independently, using Cloud document management and database apps (Google Drive, Google Docs, Google Sheets, Box, Salesforce) and other presentation software (Powerpoint), video conferencing.
- Strong writing skills

Preferred Skills & Experience

- Manufactured housing community development experience.
- Experience supervising staff, preferably in a remote environment.
- Experience with policy development as applied to affordable housing in New England.
- Knowledge of accounting and taxation, in particular as it pertains to cooperatives.

Other Requirements

- Must have a valid driver's license and reliable transportation.
- Flexible availability that includes days, evenings and some weekends. On average, travel will include on-site and networking events (usually a day, occasionally overnight) two or three times a month, with more in the early months to get oriented, throughout New England.

Inclusion

In accordance with Federal law, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. CDI is an equal opportunity employer and service provider.

We promote economic prosperity for all through our work with our clients, our hiring practices, and our vigorous commitment to cooperative principles. We strive daily to acknowledge and eliminate all forms of oppression. By examining bias within ourselves and our organization, we work mindfully to make our board and staff more inclusive. We actively fight against racism, classism, gender inequality and all efforts to marginalize anyone. The nature of our work engages us directly with the working poor, the educationally disadvantaged, the elderly, immigrants and refugees. It is our goal to see all of our clients prosper within the cooperative movement.

We welcome applicants from underrepresented identities, and those who have a commitment and track record of bringing an inclusive and equitable approach to their work.

Please submit a cover letter, resume, and three references to info@cdi.coop. The deadline for applications is September 20, 2019.