

# JOB DESCRIPTION



## Senior Director, DC Community Anchor Partnership

### Background

---

#### **Company Overview**

The Coalition for Nonprofit Housing & Economic Development (CNHED) is a 501(c)(3) association for the community economic development sector in the District of Columbia, with more than 150 organizational members. CNHED's mission is to advance community development solutions that address the inequity of under-resourced communities in the District of Columbia. CNHED's strength is in its convening power, highly successful advocacy, robust communications and information sharing, and equipping its members with tools and resources for their work. CNHED's organizational members include nonprofit and for-profit affordable housing developers, housing counseling and service agencies, community economic development organizations, workforce and business development entities, lenders, intermediaries, and government agencies.

#### **Program Overview**

CNHED's DC Community Anchor Partnership (DCAP) is a collaborative of local anchor institutions (hospitals, universities, and utility companies) committed to growing DC minority-owned business enterprises (DC MBEs). Led by CNHED and co-convened with the Deputy Mayor for Planning and Economic Development (DMPED), DCAP works with its Anchor Members to re-engineer institutional procurement systems and create equitable access to contract opportunities. DCAP looks to strengthen the local economy by growing DC MBEs, creating jobs, and generating wealth.

### Position Summary

---

CNHED seeks a driven, entrepreneurial professional to lead the DC Community Anchor Partnership.

The Senior Director, DC Community Anchor Partnership will collaborate with, and report into, the President/CEO on the strategic direction of DCAP. They will oversee the work of consultants (anchor engagement, business engagement and data analysis). They will also work cross-collaboratively with other members of the CNHED team, including with the VP of Economic Development Policy and Wealth Building Strategies on budget and policy advocacy; the VP of Development of grant reporting and the Director of Communications.

The Senior Director, DC Community Anchor Partnership will oversee the Director, MBE Supplier Growth.

## Primary Duties and Responsibilities

---

### ***Program leadership & Relationship management***

- Lead strategic direction and day-to-day operations of high-impact, high-visibility systems change initiative
- Hire, manage, and evaluate program team, including Director, MBE Supplier Growth as well as consultants (anchor engagement, business engagement and data analysis)
- In collaboration with President/CEO, manage and grow relationships with university, hospital and utility company leadership staff (Procurement, Government & Community Affairs, major internal buyers, etc.)
- Manage and grow relationships with key prime contractors to drive subcontracting with DC minority-owned businesses
- In collaboration with VP, Economic Development Policy and Wealth Building Strategies, develop and implement strategy for collaboration with community partners (business support organizations, capital providers and District agencies) to advance DCAP goals and priorities
- Co-facilitate triannual Community Advisory Board meetings and Procurement Working Group meetings to align partners towards shared vision and promote peer learning
- Participate in and represent CNHED at national conferences, local convenings, and peer networks to promote impact, best practice learning, and continuous improvement

### ***DCAP Anchor Member engagement***

- Oversee execution of annual Anchor Member data analysis reporting and action planning process, in collaboration with program team and consultants
- Project manage ongoing engagement with Anchor Members, including completion of agreed upon action items and next steps
- Manage expansion of DCAP to new institutional partners to scale pipeline of opportunities for partnership

### ***DCAP MBE Supplier growth***

- Oversee development of DCAP MBE Supplier Network
- Oversee execution of DCAP MBE Supplier procurement readiness and referral process, engaging with program team and community partners, to identify, screen, and match qualified DC minority-owned businesses for contract opportunities
- Oversee maintenance and expansion of DCAP's database of DC minority-owned businesses
- Oversee policy recommendations based on small business ecosystem needs and feedback, provide testimony to DC Council and support CNHED advocacy activities, as needed

### ***Cross-team collaboration***

- In collaboration with President/CEO and VP of Development, evaluate new partnerships, prospect new revenue sources, write grant proposals, draft timely funder reports, and examine options for long-term sustainability
- In collaboration with VP of Economic Development Policy and Wealth Building Strategies, support development of CNHED's Small Business goal-setting and tracking, as well as implementation of ELEVATE executive education program
- In collaboration with Director of Communications, manage collection of qualitative and quantitative impact data, develop annual impact report and communications materials that tell the story of DCAP's impact

## Qualifications

---

- Bachelor's Degree required; Master's Degree preferred
- Minimum of 5 years relevant experience driving inclusive economic development strategies
- Entrepreneurial-minded
- Excellent interpersonal skills, including relationship-building, collaboration and negotiation
- Strong project management and analytical skills
- Experience collaborating across public, private and non-profit sectors a plus
- Experience with corporate social responsibility, supplier diversity and anchor institution strategies a plus
- Existing partnerships with diverse supplier communities, minority chambers of commerce and / or other business support organizations a plus
- Proficiency in Microsoft Office (particularly in Excel)

## Compensation and Benefits

---

CNHED offers a competitive benefits package including health insurance, employer retirement contributions, paid vacation and sick leave, teleworking, and an optional deferred salary retirement plan. Salary is commensurate with experience and track record of accomplishments. This position is exempt from overtime wages.

## To Apply

---

Please email a resume (with "Senior Director, DCAP" in the subject line) to [jspikes@cnhed.org](mailto:jspikes@cnhed.org). No phone calls please. The position is open until filled. References may be required. CNHED is an equal opportunity employer. We encourage people of color, women, LGBTQIA+, and people with disabilities to apply.