



**Position Announcement**  
**Executive Director**  
**Council of State Community**  
**Development Agencies**  
**Washington, DC**

Council of State Community Development Agencies is seeking an Executive Director with demonstrated success in housing and community development to lead the organization in its next phase of growth. Preference will be for an individual who is local to the Washington, DC metropolitan area for regular accessibility to Congress. Through a planned succession process, the Executive Director will assume leadership across all operations in late 2023 and partner with the outgoing Executive Director and Board of Directors.

## **ABOUT OUR ORGANIZATION**

Established in 1974 as a forum for discussion of and action on national issues of common interest, Council of State Community Development Agencies (COSCUDA) is the premier national association advocating and enhancing the leadership role of states in community development through innovative policy development and implementation, customer-driven technical assistance, education, and collaborative efforts. COSCUDA represents the leadership role of the states as the premier voice of authority to Congress, federal and state agencies in advocating and promoting community development and affordable housing, eliminating homelessness and in providing technical assistance and increasing collaboration among state partners.

### **COSCUDA's MISSION:**

- **Advocate** for the common community development goals of the states.
- **Develop** policies and recommendations on community development issues.
- **Keep** members informed on federal and state legislative and administrative developments that affect them.
- **Enhance** the capacity of states to deal effectively and comprehensively with community development issues.
- **Ensure** the availability of community development expertise to members.
- **Encourage** and assist states in the development and implementation of effective community development programs.
- **Facilitate** the exchange of information about programs and achievements among states.

### **OUR PROGRAMS**

- **Advocacy:** Advocate before key Congressional staff, the Administration and HUD for consistent and adequate resources and policies for key community development, housing, disaster recovery and homelessness programs including COSCUDA's Legislative Priorities and state program effectiveness.
- **Training & Technical Assistance:** Provide basic program managers training for community development, housing, and homeless programs and enhance peer to peer training and learning.

- **Membership/Communication:** Serve as a vehicle to hear from and respond to COSCDA members.
- **Strategic Relationship & Coalitions:** Establish coalitions with other national organizations to work on areas of mutual concern and to develop an effective advocacy strategy.
- **HUD Disaster Recovery:** Partner with HUD to ensure that members understand recovery efforts and resilience programs.
- **Organizational Staffing:** Ensure that COSCDA is appropriately staffed and has the resources to carry out its responsibilities

## OPERATIONS

COSCDA is governed by a 15-member Board of Directors comprised of four officers (President, Vice-President, Secretary, and Treasurer), along with the immediate Past President, plus at-large members and the representatives elected from each of COSCDA's four regions. The Board is COSCDA's policy-making body, except when policy is made by vote of the members. Policy decisions must fit within COSCDA's bylaws, the vision and mission statement along with the organizational strategic plan.

COSCDA employs a staff of 5, including the Executive Director and has an annual operating budget of \$800K. For more information, please visit our website at <https://coscda.org/>

## THE POSITION

COSCDA seeks a highly motivated and experienced professional to lead our organization in achieving its goals and objectives. The successful candidate will be responsible for spearheading strategy development and providing overall leadership and management of the organization.

The Executive Director plays a critical role in ensuring that the organization is properly staffed with the appropriate personnel resources, equipment, technologies, and facilities to carry out its responsibilities and execute against its mission. A primary focus is to ensure that the organization is operationally sound and able to meet the needs of its member committees and overall membership.

The Executive Director works closely with the leadership team to establish and execute strategic plans, develop, and implement policies and procedures, and manage budgets and financial resources. Additionally, the executive builds and maintains relationships with stakeholders, including government agencies, industry partners, and other organizations.

## KEY PRIORITIES

**Membership Services** - Supervise and coordinate the activities of COSCDA with regard to the recruitment and maintenance of COSCDA's membership, and supervising the production and update of COSCDA's communications infrastructure, including its newsletters, conferences, workshops, committee meetings, and website.

**Internal Management and Board Representation** - Responsible for all personnel decisions of COSCDA, including the hiring, supervision, training and discipline of employees and prospective employees as well as day to day workload assignment and supervision. Also bear the fiduciary

responsibility of ensuring that independent audits are performed and that the day-to-day expenditures of COSCDA are proper and are accompanied by the appropriate documentation.

**External Representation** - Proactively represent COSCDA and its policies on behalf of both the organization and its members to Congress, the Executive Administration, interest groups and associated organizations, the press, federal agencies, and other national organizations, societies, and associations as appropriate.

**Fundraising** - Supervise and coordinate the fiscal activities of COSCDA, including developing and setting an annual budget in consultation with the Board of Directors, seeking and securing other funding sources and coordinating the collection and accounting of membership dues.

**Policy Development** - With Board and member input, develop a mission for COSCDA, compile an annual work plan, develop, and implement the organization's strategic plan, and supervise the staffing of its member committees and the Board of Directors. Additionally, shall be responsible for proactively monitoring issues, trends, changes, and initiatives that may impact the organization, and with Board and member input, develop and implement policy to respond to these issues.

## **EXPERIENCE AND ATTRIBUTES**

Successful candidates will possess a strong record of success in senior management-level positions, with experience in organizational management, strategic planning, and membership services. Strong communication, interpersonal, and leadership skills are essential, as is the ability to work effectively in a collaborative team environment. COSCDA is seeking candidates with a variety of experience and attributes with emphasis on the following:

- Proven leadership and management experience in an organization with a similar mission and comparable size, budget, and staffing.
- Exceptional written and oral communications skills and style, including listening, articulating key messages, and a polished executive presence.
- Experience managing change, developing a positive organizational culture, and ability to establish trust.
- Proven relationship building ability, including exceptional diplomatic, collaboration and coalition building skills.
- Strong understanding of fiscal management, budgeting, and operations, including responsibility for developing and managing a budget.
- Preference will be for an individual who is local to the Washington, DC metropolitan area for regular accessibility to Congress.

COSCDA is offering a base salary of \$135K to \$156K and an excellent benefit package that includes a tax deferred annuity plan, health insurance, annual paid leave, paid holidays, life insurance and long-term disability. COSCDA prefers a candidate who can regularly be in the office.

## APPLICATION PROCESS

To apply, upload a Microsoft Word or Adobe PDF resume and cover letter, which conveys your interest in this leadership opportunity, to our [portal](#). For other inquiries, contact Olive Idehen at [olive.idehen@marcumllp.com](mailto:olive.idehen@marcumllp.com). Resume reviews begin immediately.

If you are a qualified candidate with a disability, please also email [olive.idehen@marcumllp.com](mailto:olive.idehen@marcumllp.com) if you require an accommodation to complete your application.

## EQUAL EMPLOYMENT OPPORTUNITY

Council of State Community Development Agencies provides equal employment opportunities to all employees and applicants without regard to race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.

COSCDCA is committed to maintaining a work environment that is free of harassment and discrimination of any kind and where all individuals are treated with respect and dignity regardless of their race, color, religious creed, national origin, age, gender, sex, sexual orientation, disability, marital status, military veteran status or any other classifications protected by federal, state, or local law.

## ABOUT MARCUM'S NONPROFIT & SOCIAL SECTOR GROUP

On behalf of Council of State Community Development Agencies (COSCDCA), Marcum's Nonprofit & Social Sector Group is working with COSCDCA to advance the search. Founded in 1984 and merged with Marcum in 2018, we are, and always have been a mission-driven professional services firm seeking to do more for nonprofits and socially conscious organizations. Learn more about our work at <http://marcumllp.com/industries/nonprofit-social-sector>.