



## Community Preservation and Development Corporation

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### Managing Director, Community Impact Strategies

Community Preservation and Development Corporation (CPDC) is an affordable housing developer that works with residents in low- and moderate income communities to develop strategies for economic viability and an improved quality of life.

#### **POSITION SUMMARY:**

CPDC seeks a highly organized and experienced Managing Director of Community Impact Strategies (CIS), who is accountable for handling various tasks simultaneously on a routine business day. The CIS Managing Director is involved in the development of new policies and programs, staffing and training process, supervision of CIS Senior Managers, research, preparation of presentation and reports, etc. Being at a relatively higher position in the hierarchy, the CIS Managing Director has to coordinate and communicate with a large number of people to be aware of the progress in departmental and organizational activities. The CIS Managing Director has to execute all the tasks with a vision for perfection. The CIS Managing Director must know how to manage people and budgets in the organization, initiate various projects on behalf of the senior vice president and organization, and maintain effective relations with the various external agencies and governments. CIS Managing Director responsibilities are a combination of administration, leadership and support that enables proper functioning of CIS. The position is located at headquarters in Silver Spring, Maryland.

#### **CHIEF OF STAFF COMMUNITY IMPACT STRATEGIES:**

CIS Managing Director responsibilities are a combination of administration, leadership and support that enables proper functioning of CIS department.

##### **Formulation of Strategies and Policies**

- Participates in planning and the development of strategic objectives for CIS in support of the overall CPDC mission.
- Responsible for collaborating on business strategies with the heads of other business units.
- Assists the senior vice president in formulating various policies for CIS
- Studies the effects of these strategies and policies. If found ineffective, suggests revisions and its implementation.

##### **Arrangement and Allocation of Funds and Resources**

- As a strategist, consultant and implementer, the successful candidate will ensure streamlined activities within the organization based on the priorities of the SVP of CIS.



*Investing in the future of communities  
to grow and thrive*

- Plans and directs all administrative, financial, and operational activities for the SVP of CIS. Provides oversight and guidance to CIS projects of high importance.
- Oversees the procurement of resources and informs the senior vice president regarding the status of project expenses and checks whether the funds and resources are being utilized economically.
- Collaborates with CIS Senior Managers and other business units to find new methods that help in achieving the desired outputs in limited funds and resources without affecting the quality of the production.
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#### **Supervision of People and Processes**

- Supervise and ensure that the CIS staff in the department are working according to schedule. Submits the performance reports to the senior vice president for review.
- Utilizes strategic thinking, diplomacy, innovation and creativity when resolving non-routine matters that impact achievement of departmental or program goals and objectives.
- Checks whether all the processes are being executed as per plan and must be able to troubleshoot any conflicts arising in the processes either independently or with the senior vice president.
- Reviews the financial statements to assess the profit or loss as the financial year ends.
- Exercises latitude in making decisions in the application of a body of policies, precedents and guidelines. Is empowered to create processes, procedures, forms and/or rules necessary for work completion, efficient workflow and/or service delivery.

In addition to the above mentioned responsibilities, the CIS Managing Director also contributes efforts towards CIS activities by liaising with various organizations to conduct and/or participate in activities in CPDC communities.

#### **ESSENTIAL FUNCTIONS:**

- Help to implement strategic agenda.
- Plan, direct, and manage all CIS financial and administrative operations.
- Support senior managers in implementing strategies to realize CIS opportunities.
- Understand and evaluate staff perspectives, needs, and requirements.
- Develop logistics to meet staff needs and requirements.
- Assist and coordinate in developing new programs and partnerships.
- Ensure completion of projects on time and within the budget limits.
- Integrate best practices in all administrative functions and operations

**MINIMUM QUALIFICATIONS:**

- Individual needs to be an energetic, confident and positive individual who can easily build rapport with colleagues. CIS Managing Director must know how to balance various tasks simultaneously and deliver outstanding results in order to facilitate smooth functioning of organizational activities.
- Minimum of bachelor's degree with 8+ years previous experience working in a similar position. The incumbent must be experienced in project management and handling a team.

CPDC offers competitive salary, medical, dental, life, STD, LTD, 403(b), flexible spending accounts, EAP, and paid time off. To apply, please visit our website at [www.cpd.org](http://www.cpd.org). CPDC is an equal opportunity employer.