



Position Title: Executive Director

Classification: Exempt, Full-Time

Reports To: Chief Executive Officer & Board of Directors

Location: 4518 S. Cottage Grove Suite 1, Chicago, IL 60653

Company Overview

Bright Star Community Development Corporation is dedicated to transforming the community by developing and providing access to affordable housing, promoting economic development, and advocating for policies that support sustainable and inclusive communities. We strive to empower individuals and families by providing resources, education, and opportunities that lead to economic stability and improved quality of life.

Position Overview

The Executive Director is responsible for the overall strategic, operational, and financial management of the organization. This individual will lead the organization in fulfilling its mission to enhance economic development, expand affordable housing, and advocate for policies that benefit the community. The Executive Director will work closely with the Board of Directors, staff, community partners, and stakeholders to drive the organization's vision and goals.

Scope of Responsibilities

Leadership and Strategic Planning:

- Develop and implement a comprehensive strategic plan to advance the organization's mission.
- Provide visionary leadership to staff, board, and volunteers, fostering a collaborative and inclusive culture.
- Identify and pursue opportunities for program expansion, innovation, and partnerships.

Program Management:

- Oversee the development, implementation, and evaluation of programs and services related to economic development, affordable housing, and advocacy.
- Ensure programs are effective, efficient, and aligned with the organization's goals and community needs.
- Monitor program outcomes and make data-driven decisions to improve and expand services.

Fundraising and Financial Management:

- Lead fundraising efforts, including grant writing, donor relations, and fundraising events to secure financial support for the organization.



- Develop and manage the organization's budget, ensuring financial sustainability and accountability.
- Oversee financial operations, including budgeting, reporting, and compliance with regulatory requirements.

Advocacy and Community Engagement:

- Serve as the primary spokesperson for the organization, representing BSCDC to the public, media, government agencies, and community partners.
- Build and maintain strong relationships with key stakeholders, including community leaders, policymakers, and other non-profit organizations.
- Advocate for policies and initiatives that support economic development, affordable housing, and community well-being.

Board Relations:

- Work closely with the Board of Directors to set strategic priorities, develop policies, and ensure effective governance.
- Provide regular updates to the Board on organizational performance, financial status, and program outcomes.
- Support Board development and engagement, including identifying and recruiting new board members.

Preferred Background & Qualifications:

- Bachelor's degree in Non-Profit Management, Public Administration, Business, or a related field (Master's preferred).
- Minimum of 7-10 years of senior management experience in non-profit leadership, preferably in economic development, housing, or advocacy.
- Proven track record in strategic planning, program development, and organizational management.
- Demonstrated success in fundraising, including grant writing and major donor cultivation.
- Strong financial management skills, including budgeting, financial reporting, and compliance.
- Excellent communication and interpersonal skills, with the ability to inspire and engage diverse stakeholders.
- Experience in advocacy and public policy, with a deep understanding of the issues affecting economic development and affordable housing.
- Passion for the mission of Bright Star Community Development Corporation and a commitment to making a positive impact in the community.

Skills and Attributes

- **Communication and Interpersonal Skills:** Clear and effective communication with internal and external stakeholders.



- **Trustworthy:** Experience with managing sensitive situations and information utilizing discretion, professionalism, and excellent judgment.
- **Collaborative:** Enjoys gathering stakeholder input to create innovative shared solutions that meet the needs of the organization.
- **Detail-Oriented and Compliance-Minded:** Ensuring that the work you produce is delivered with excellence from a legal and ethical perspective. Accuracy in processing financial data and identifying discrepancies.
- **Problem-Solving:** Ability to identify and resolve issues related to accounts payable/receivable.

Application Process: Interested candidates should submit a resume, cover letter, and references to Erika Oropeza-Rubio via email at eoropeza-rubio@associated.cc. In your cover letter, please address your experience related to the key responsibilities and qualifications outlined in this job description.