

**Executive Director for the Broadmoor Community Development
Corporation (BDC)
27-06-2006**

JOB DETAILS:

Job Position:	Executive Director
Organization:	Broadmoor Development Corporation Inc.
Position Number:	1
Job Location:	Broadmoor, New Orleans, Louisiana
Job Type:	Permanent
Job Status:	Full Time
Salary:	Up to \$125,000, depending upon qualifications
Benefits:	Negotiable
Pay Raises:	Commensurate with BDC success
Career Level:	Senior Level
Application Deadline:	July 12, 2006

THE BIA AND BDC ORGANIZATIONS:

The Broadmoor Improvement Association (BIA) is one of the oldest neighborhood associations in New Orleans. Established in 1930 as the Broadmoor Civic Improvement Association to address the needs of the developing Broadmoor neighborhood, it was incorporated in 1970 as the Broadmoor Improvement Association, Inc. to stop "blockbusting" in Broadmoor, a well-established, multi-racial/multi-ethnic community already living in harmony.

Since that time, the Broadmoor Improvement Association has worked continuously to improve our neighborhood. We have stopped commercialization in our residential core; we have reduced crime; we have secured the Rosa Keller Library; we have joined with Rebuild New Orleans to repair homes of our low-income elderly or handicapped; we have re-treed our neutral grounds and the MLK park area – all in constant effort to improve Broadmoor and maintain a high quality of life for it's residents.

The BIA works closely with the City government and has represented Broadmoor residents in numerous cases concerning zoning and other issues. The BIA exists for every resident of Broadmoor. Our neighborhood has a genuine sense of community, unity, and pride.

In the aftermath of hurricane Katrina, the BIA has been conducting an extensive neighborhood planning process for the revitalization of Broadmoor. (For a review of the extensive BIA redevelopment process, see: <http://broadmoorimprovement.com/node/33> and click on the article entitled "Broadmoor Planning Process"). The culmination of the planning process is the writing of the Redevelopment Plan for Broadmoor, New Orleans. This document reflects the Broadmoor citizen's desires for their neighborhood on a number of wide ranging topics: education, health care, zoning issues, urban improvements, traffic patterns, repopulation strategies, and much, much more.

At the center of that plan is the formation of the non-profit Broadmoor Community Development Corporation (BDC). The newly formed BDC exists to gather and to coordinate resources to implement the Redevelopment Plan for Broadmoor, New Orleans. The BDC is governed by a board of directors and follows all the conventions of community development corporations

nationwide (For information about the BDC, see: <http://broadmoorimprovement.com/node/90> and click on the article entitled "BDC FAQ.pdf"). The BDC seeks to hire an Executive Director to initiate BDC activities.

Job Duties:

The Executive Director reports solely to the BDC Board of Directors and is responsible for working with the Board to develop annual work plans, programs and budgets to successfully implement the wishes of the citizens of Broadmoor and of the BIA, as spelled out in the Redevelopment Plan for Broadmoor, New Orleans. The Executive Director is responsible for the execution of those work plans and programs and for directing and overseeing the staff, contractors, and volunteers employed to implement them.

The Executive Director will have responsibility for day-to-day operations, regulatory compliance, liaison with governmental bodies, management of construction and/or development projects, and implementation of the long term plans of the Broadmoor Development Corporation, as is consistent with the Redevelopment Plan for Broadmoor, New Orleans. The Executive Director may be required from time to time to perform such executive services, advisory or otherwise, as the Board shall request, provided that such services are consistent with his position and status as Executive Director. The Executive shall attend all Board meetings and have powers and duties pertaining to his office as are prescribed by law or in the policies of the Corporation, or as may be assigned to him from by the Board or by the President of the Board, consistent with his position and status as Executive Director. Nothing contained herein shall be construed to limit the Board's ability to hire other executives during the term to perform any services or hold any titles designated by the Board. Other responsibilities include:

- Raising funds and attracting collaborators for the successful implementation of the Redevelopment Plan for Broadmoor, New Orleans, especially the implementation of the six-point BIA redevelopment strategy.
- Development of strategic plans and collaborative campaigns annually.
- Implementation of plans, campaigns, and projects.
- Selection and management of BDC staff.
- Grant writing (to be done in conjunction with hired grant writers).
- Representing the organization in relevant local, regional, and national activities.
- Discussing and making recommendations to the Board of Directors of any issues (internal/external) that affect or may affect the smooth operation of the agency.
- Raising awareness among staff and Board Members of issues affecting the community that may impact the operation of the organization.
- Keeping Board of Directors up to date in all matters dealing with the community that it served, changes in laws/regulations, new initiatives around the community or new initiatives taking place across the nation with organizations similar to the BDC.

Qualifications for the Executive Director Position include:

- A personal vehicle and a valid driver's license.
- Knowledge of New Orleans' neighborhoods and culture.
- Knowledge of Broadmoor neighborhood subgroups, culture, and residents.
- Knowledge of Broadmoor planning process and the Redevelopment Plan for Broadmoor, New Orleans.
- Successful experience working with diverse populations.
- Bachelor's degree from an accredited American college or university. Masters preferred.
- At least two years of demonstrable success managing a non-profit agency, preferably as an executive director.
- Demonstrable success working with citizen groups, universities, faith communities, corporations, foundations, private donors, government, and private developers.

- Relevant experience in management, fundraising, coalition building, marketing, and strategic planning.
- Excellent social and interpersonal skills, public speaking, and writing ability.
- Proven ability to manage for transparent, accountable, measurable outcomes.
- Construction and housing expertise, including experience working with homeowners and landlords, preferred.
- Gulf South resident who lived through and was impacted by hurricane Katrina, preferred.
- A demonstrated commitment to integrity and honesty.

There are 3 ways to apply. **The deadline to receive and consider resumes and cover letters is July 12, 2006.** Here's how to Apply:

1. Send a post marked resume and cover letter **by July 12, 2006** to:

LaToya Cantrell,
BIA President
Free Church of the Annunciation
P.O. Box 750698,
New Orleans, LA 70175-0698

2. Hand deliver a resume and cover letter **by July 12, 2006** to:

LaToya Cantrell
BIA President
Free Church of the Annunciation
4505 South Claiborne Avenue
New Orleans, LA 70125-0698

3. Fax a resume and cover letter **by July 12, 2006** to:

LaToya Cantrell
BIA President
Facsimile number: (504) 593-9511