

Executive Director
Tacony Community Development Corporation
Job Description

The Tacony Community Development Corporation is seeking a new full time Executive Director to provide leadership for this award winning ten-year-old revitalization organization located in Northeast Philadelphia.

About The Tacony Community Development Corporation

Located just 8 miles north of Center City Philadelphia along the Delaware River, the Tacony CDC was founded in 2000 by an all-volunteer group that focused on preserving the neighborhood's historic housing stock. In 2011 the organization transitioned its priorities to promoting and revitalizing Torresdale Avenue, the neighborhood's commercial corridor. The mission of the TCDC is to manage and promote the continued improvement of the commercial district in Tacony and the surrounding area as a vibrant shopping and dining district for area residents and neighboring communities.

During the past ten years, the TCDC has completed 40 storefront improvement projects, placed exterior lighting on eight businesses, installed more than 150 security cameras, placed 40 new banners along the corridor, planted 52 new trees, and completed other blight remediation activities. More than 100 new jobs have been created along the corridor during this period. The TCDC continues to work with partners to eliminate blight in the district by using Pennsylvania's Abandoned and Blighted Property Conservatorship Act (Act 135).

The TCDC service area is bounded by Cottman Avenue, Frankford Avenue, Robbins Avenue, and the Delaware River. The TCDC contracts with Ready Willing and Able, a nonprofit that employs formerly homeless and returning citizens, to provide regular street sweeping and trash pickup along the corridor. The TCDC advocated for the \$6.7 million dollar renovation of the historic Tacony branch of the Free Library of Philadelphia, which now houses the Tacony CDC office.

The TCDC supported the nomination of the Tacony Disston Community Development Historic District to the National Register of Historic Places in 2016. This district includes more than 1,000 contributing properties on 55 blocks. The CDC successfully nominated the Disston-Tacony Industrial Waterfront Historic District on the Delaware River to the Philadelphia Register of Historic Places in 2020.

Central to its mission is a commitment to reinvigorate Torresdale Avenue, Tacony's business corridor, as a center of a broad range of community activities. More than 300 homes have been beautifully rehabilitated in the neighborhood since the Great Recession, and these new families use the corridor and participate in the seasonal events that the TCDC presents with partners. These events include the popular Halloween Celebration, Winterfest, and Back to School Block Party.

The TCDC has a longstanding collaborative relationship with residents, schools, businesses, property owners, city government and elected officials to revitalize the Tacony neighborhood. To learn more about Tacony Community Development Corporation see <https://www.visittacony.com>.

Job Summary

The Tacony Community Development Corporation's Executive Director manages the day-to-day affairs of the non-profit organization and serves as the organization's Corridor Manager. The Executive Director reports to the Tacony CDC's Board of Trustees and is supervised by the Board President on a day-to-day basis.

The Executive Director encourages investment and small business growth along Torresdale Avenue and other commercial nodes in Tacony to promote neighborhood economic development to revitalize the Tacony community. The Executive Director executes an annual work plan approved by the Board based on the CDC's five points including: Clean and Safe, Design, Promotion, Organization, and Economic Vitality.

The Executive Director is responsible for facilitating and managing projects that achieve these goals and works closely with the City of Philadelphia's Commerce Department. The Executive Director is imaginative, promotes excellence in neighborhood revitalization through historic preservation, good business practices, and compliance with city, state, and federal regulations within the City of Philadelphia. Throughout the year, the Tacony CDC employs part-time work-study students, interns, volunteers, and outside consultants to assist with specific tasks and responsibilities.

Essential Responsibilities

The TCDC Executive Director's duties encompass a variety of tasks as identified in the annual budget developed jointly with the Board of Trustees and outlined in the organization's five-year Strategic Plan. Annual staff evaluations are conducted by the CDC Board. Below is a list of tasks and responsibilities including but not limited to:

1. Serve as the program ambassador and point person for the Tacony CDC and be knowledgeable about the National Main Street Four Point Approach™ to commercial district revitalization. Complete and manage the organization's website, social media, and a monthly e-newsletter to promote neighborhood projects and events.
2. Work with the Board President and Trustees to implement an annual work plan and budget. Draft agendas, minutes, coordinate board attendance and monthly board meetings.
3. Write and manage proposals and administer contracts with funders including but not limited to: the City of Philadelphia Commerce Department Targeted Corridor Management Program (TCMP) and Taking Care of Business (TCB) Cleaning Program, the Commonwealth of Pennsylvania DCED, the William Penn Foundation, and the Philadelphia CDC Tax Credit Partnership Program. Contract administration includes the preparation of regular contract reports, summaries, invoices, and other relevant activities.
4. Promote, market, and assist business owners with Commerce Department

matching grant programs including the Storefront Improvement Program, Business Security Camera Grant Program, Instore Program, and other grant programs.

5. Assist in the effort to retain, expand, and recruit businesses in Tacony including providing information, expertise, and referrals to technical assistance providers such as Finata, Entrepreneur Works, and the Philadelphia Industrial Development Corporation (PIDC).
6. Assist in the development of annual funding sources including membership solicitation, mailing, and renewal, grant-writing, and research, and identifying other funding sources.
7. Be well versed in Tacony neighborhood plans and planning efforts, zoning, business regulations and taxes in the City of Philadelphia, Philadelphia 311 system, the Philadelphia Police Department, and the responsibilities of various city departments to address corridor management issues.
8. Complete basic financial management and bookkeeping for the \$300,000 budget in partnership with the Board President and Officers in addition to the CDC's Certified Professional Accountant. Complete routine corporate filings and prepare the organization's annual IRS Form 990 filings and audit with assistance from contracted accountant and auditor.
9. Work closely and creatively with organizational partners including but not limited to the Tacony Civic Association, Tacony Historical Society, Tacony Branch of the Free Library of Philadelphia, and all relevant elected officials.
10. Attend public meetings and represent the CDC (often after 5PM).
11. Work with outside partners on potential Act 135 petitions for Conservatorship under the Pennsylvania Abandoned and Blighted Property Conservatorship Act.
12. Attend regular training sessions and speak about the work of TCDC on panels and conference sessions provided by the Philadelphia Association of CDC's, Philadelphia Department of Commerce, the National Main Street Center, and the International Downtown Association.
13. Manage vendors, part-time employees, and organizations with a business/contractual relationship with the organization.
14. Perform other duties as may be assigned by the Board President.

Education, Experience, Attributes, Skills & Abilities

- Seven to ten years of experience and/or education in one or more of the following areas: commercial district management, economic development, historic preservation, finance,

public relations, urban planning, small business development, non-profit administration, or any related field. If your equivalent education, internships, academic papers, or experience is relevant, please discuss it in your cover letter.

- Thorough knowledge of the Main Street Approach™ to commercial district revitalization.
- Exposure to and a passion for creativity in community development, clean and safe strategies, urban design, city planning, and economic development programs.
- Experience leading a nonprofit organization with a \$300,000 budget
- Strong working knowledge of finance, budget management, contract negotiation, and fiduciary responsibilities.
- Entrepreneurial, imaginative, well organized, high energy, and capable of functioning effectively in an independent and often stressful environment.
- Ability to listen and work with an active Board, merchants, property owners, community and government leaders and advocates.
- Capable of creatively managing multiple tasks successfully and exercising sound judgment in evaluating and making decisions to handle sensitive issues with diplomacy and confidentiality.
- Excellent computer skills and proficiency in MS Office Suite, QuickBooks, and fundraising databases(Little Green Light), presentation and basic graphic design/publishing.
- Highly skilled with social media platforms such as e-mail, website maintenance, newsletter (Constant Contact), Facebook, Instagram, Twitter, Zoom, Hootsuite, and other applications.
- Experience working in economically and racially diverse communities.

The following professional qualifications are not required but are preferred.

- Master's degree in any of the above-mentioned fields.
- Experience leading a nonprofit organization with a \$350,000 budget
- A valid local driver's license.
- Minority and female candidates are strongly encouraged to apply.

Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work is performed primarily in an office setting with some outdoor work required. The Director is frequently required to stand and walk. The director must occasionally lift up to 25 lbs.

Compensation and Benefits

Terms of employment are exempt, professional management; regular full-time 40 hours a week, with occasional evenings and weekends. Work hours are flexible, depending on the needs of the job. This job is based at the TCDC Office in the Tacony Branch of the Free Library (6742 Torresdale Avenue, Philadelphia, PA19135) and the Executive Director is expected to work on site or in the corridor at least four days a week.

Salary range is \$70,000 to \$80,000. Three-month probationary period.

Benefits include: a stipend of \$4,500 from the TCDC for health insurance of the employee's choice. Twelve paid holidays, fifteen vacation days, seven sick days, and three personal days per

calendar year, Monthly SEPTA Zone 1 Trail pass paid 100% by TCDC.

Equal Opportunity

The TCDC is an Equal Opportunity Employer. The TCDC does not discriminate in hiring or employment practices on the basis of race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, non-job-related disability, or status as a veteran. Minority and female candidates are strongly encouraged to apply

Application Process

Qualified applicants should submit the following materials, gathered together as one PDF document:

- Cover Letter with phone, email address and salary requirements.
- Personal Resume/CV
- Three (3) Work References with name, email address and phone number for each
- Two (2) brief (1 to 4 pages) samples of your writing (a grant application, an article, short report, pressrelease, etc.).

Please include your compensation requirements in your cover letter. Send materials electronically to Donna Ann Harris, Heritage Consulting Inc. who is coordinating our search process. Send all materials to Donna at heritageconsultinginc@gmail.com. Application Deadline Monday March 28 at 5PM Eastern time. Please write **Executive Director Candidate** in the subject line. *No telephone inquiries please. We will contact candidates we wish to interview directly.*

Deadline for applications is Monday March 28, 2022, at 5PM eastern time.