



**HACIENDA CDC  
JOB OPENING ANNOUNCEMENT:  
COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR**

Title:	Community Economic Development Director
Start Date:	February 16, 2010
End Date:	March 15, 2010
Approx. Annual Salary:	\$55K -60K

**The Organization:** Hacienda CDC is an Oregon not-for-profit community based organization dedicated to improve the living conditions of low income Latinos and others through dignified affordable housing, homeownership, intergenerational education, healthy living, asset building and economic advancement.

**The Community Economic Development Program** stems from a multidisciplinary approach to asset and skill building opportunities for low-income adults residing at Hacienda's housing and surrounding neighborhoods. The program contains four pillars encompassing microenterprise development, bilingual literacy, adult education, workforce skill building, and commercial green real estate development. Two of the four initiatives have been well developed, including our award winning MicroMercantes food vending initiative, while the latter two are in the formation stages. The Director of CED will work toward developing the CED program by consolidating and expanding from the success of current initiatives and innovating new business lines and program elements that further increase the organization's capacity, impact and visibility in the field.

**Position Description:** The CED Director is responsible for leading Hacienda's anti-poverty efforts by integrating holistic strategies that promote wealth creation, asset building, and skill building of our low-income constituents into our housing and community development work. The employee will work with and support existing staff to assess and carry out various projects that strategically position Hacienda as the premier Latino organization in the service area.

This is a two-year limited-term grant-funded position with potential for continued employment depending on the ability of the CED Director to generate additional funding for the program.

**Essential Responsibilities:**

- Establish, lead and manage the full scope of the Community Economic Development program for Hacienda CDC, including staffing, business plan, program design, implementation, and evaluation in alignment with the mission and organizational goals

- Secure multi-year grant funding from federal, state and private sectors
- Research, design and develop people-based and placed-based strategies and best practices that promote upward mobility of low income beneficiaries, including asset and skill building, wealth creation and vocational training
- Increase current levels of participation and outreach for high impact outcomes
- Develop strong, positive relationships with stakeholders, funders, networks, organizations, and businesses in relevant sectors to increase visibility, connectedness and advocacy
- Supervise, support and guide program staff ensuring their workplan goals and program activities are met with high efficiency and cost effectiveness
- Achieve designation from the U.S. Department of Treasury as a federally certified CDFI for micro lending and technical assistance, if warranted

**Qualifications:**

- Graduate degree in business, micro-enterprise development, community economic development, education or other related field. Additional professional experience may substitute for an advanced degree
- At least 5 years of director-level program management experience, including small business management, economic development, microenterprise, workforce development, bilingual/bicultural adult education and instruction
- Proven track record of raising and securing private and public funding
- Outstanding verbal and written bilingual English-Spanish communication skill
- Strong planning and financial analytical and budget management skills
- Experience managing multi-disciplinary projects, balancing strategic and tactical responsibilities
- Demonstrated experience, commitment to the success of, and aptitude to work with grassroots Latino and other diverse communities
- Ability to inspire, work with, mentor, and lead staff on multiple team-driven projects, including external partnerships and volunteers
- Excellent people skills and collaborative personal style to cultivate and lead work with external partners to maximize leveraging resources and services

**Compensation:**

Competitive nonprofit salary ranging from \$55K to \$60K per year, based on experience, plus a generous benefits package that includes health, dental, and life insurance, optional retirement plan, paid vacations and sick leave, and professional training opportunities.

**To Apply:**

Completed application packets must include:

- Cover Letter
- Résumé
- Narrative responses to questionnaire provided herein
- Writing sample or publication (optional)

All completed applications for this position must be in the possession of the Executive Director no later than **4:30 pm, Monday March 15, 2010.**

Mailing Address:  
Hacienda CDC  
c/o Pietro Ferrari Executive Director  
5136 NE 42<sup>nd</sup>. Ave., Portland, OR 97218

Email to: [pferrari@haciendacdc.org](mailto:pferrari@haciendacdc.org)

Non-citizen applicants must be authorized to work in the United States at time of application.

Hacienda CDC is an equal opportunity employer. Women and people of color are encouraged to apply.

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## Essay Questionnaire

Please respond to the following questions that specifically illustrate your knowledge, experience and creativity relevant to the position. Please limit your responses to **no more than 5 pages**. Optional: You may also provide other writing samples or publications as addendum to the job application.

1. Historically low-income minority and immigrant communities have faced multiple barriers to succeed in their adoptive country. Based on your understanding of the issues, knowledge in the field and professional experiences what strategies and processes would you employ to help them better integrate into society, work and life here in Oregon?
2. Please describe your vision for creating an integrated Community Economic Development program for Hacienda CDC that intersects with other aspects of our mission, including place-based initiatives (housing and commercial development) versus people-based community building initiatives (youth/adult formation, leadership and civic engagement).
3. Latinos comprise the majority of Hacienda's constituents. Please describe your knowledge of the issues, challenges and opportunities faced by Oregon's Latino community.
4. Please describe your experience working, teaching, coaching and positively influencing diverse low income beneficiaries with low literacy levels. Provide specific examples how you effectively communicated complex topics and issues in a bilingual and culturally specific manner.