AVONDALE DEVELOPMENT CORPORATION
CONNECT. BUILD. GROW AVONDALE
3635 Reading Road, Suite #200
Cincinnati, Ohio 45229
Office: 513-861-2232
www.growavondale.org

Executive Director Job Description

Avondale Development Corporation (ADC)
Cincinnati, Ohio
Deadline: December 5, 2025

About the Organization

The Avondale Development Corporation (ADC) is a 501(c)(3) nonprofit committed to creating a vibrant, inclusive, and sustainable Avondale community. Guided by the Avondale Quality of Life Plan, ADC focuses on economic development, real estate revitalization, small business growth, and community engagement in partnership with residents, businesses, and stakeholders.

Position Summary

The Executive Director serves as the chief visionary, strategist, and operational leader for ADC. Reporting to the Board of Directors, this role oversees organizational strategy, staff leadership, project execution, fiscal stewardship, and stakeholder engagement at local and state levels. The Executive Director drives impactful development initiatives that align with the Avondale Quality of Life Plan, ensuring measurable improvements in the neighborhood's quality of life.

Key Responsibilities

1. Strategic & Organizational Leadership

- Develop, implement, and monitor a strategic plan in alignment with ADC's mission and the Avondale Quality of Life Plan.
- Lead the organization with innovation, transparency, and accountability.
- Serve as ADC's primary ambassador, representing the organization with credibility and passion.

2. Staff Management & Development

- Recruit, hire, mentor, and evaluate staff to ensure a high-performing, mission-driven team.
- Foster a collaborative, inclusive, and professional work environment.
- Support ongoing training and professional development.

3. Project Management

- Oversee the planning, execution, and evaluation of real estate, economic development, and community programs.
- Ensure projects are delivered on time, within scope, and within budget.
- Coordinate with contractors, developers, and partner organizations for seamless project delivery.

4. Stakeholder Engagement (Local & State Levels)

- Build and strengthen relationships with residents, businesses, nonprofits, elected officials, and government agencies.
- Leverage partnerships to secure resources, influence policy, and advance community priorities.
- Represent ADC at community events, policy discussions, and coalition meetings.

5. Budget & Fiscal Management

- Develop, oversee, and manage the organizational budget with accuracy and transparency.
- Monitor financial performance, ensuring compliance with nonprofit fiscal standards.
- Identify and secure funding through grants, sponsorships, partnerships, and donor engagement.

6. Board of Directors Engagement

- Work closely with the Board to establish goals, monitor progress, and address organizational needs.
- Provide timely updates on operations, finances, and program impact.
- Support board recruitment, training, and governance best practices.

7. Advocacy & Policy Influence

- Champion policies and initiatives that support equitable economic and community development in Avondale.
- Stay informed on local, state, and federal issues affecting community revitalization.

Qualifications

- Bachelor's degree in business administration, Public Administration, Urban Planning, Real Estate, or related field; Master's preferred.
- Minimum 5 years in a senior leadership role, preferably in community development, nonprofit management, or real estate.
- Proven experience in staff management, project oversight, stakeholder engagement, and fiscal management.
- Demonstrated success in building partnerships and securing funding.
- Knowledge of economic development principles, real estate markets, and community engagement best practices.
- Excellent communication, relationship-building, and negotiation skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

Compensation & Benefits

Competitive salary commensurate with experience, plus benefits package.

Forward Resume and Candidacy Materials

- **ADCExecutiveSearch@gmail.com**
- **Submission Deadline, December 5, 2025**
