



POSITION TITLE: DIRECTOR OF POLICY, IMPACT AND INNOVATION

SUPERVISOR: Executive Director

STATUS: Exempt

About Us

Founded in 1974, cdcb | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdcb is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdcb is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

Summary

The Director of Policy, Impact and Innovation reports to the Executive Director of cdcb. come dream. come build. (cdcb) and is responsible for leading, aligning and integrating the organization's Resource Development, Marketing and Communications, Impact and Reporting, Policy and Special Projects teams to ensure that their efforts increase cdcb's ability to expand opportunities for LMI households in the Rio Grande Valley to build wealth. S/he will work closely with internal and external stakeholders to use insights, data and research to further cdcb's mission and social impact. This includes engaging in significant project development, implementation, evaluation and analysis to ensure that cdcb's strategic goals are accomplished. The individual will serve as a key liaison with local, state and national public, private and philanthropic partners and serve as a thought partner to advance equitable and sustainable expansion of asset building opportunities and capital investment in small cities, rural areas, colonias, and persistently poor BIPOC communities. The ideal candidates must possess excellent time management and communication skills and the ability to work independently to ensure that all activities optimize project implementation, efficiency, and outcomes, and elevate cdcb's impact.

www.cdcb.org

info@cdcb.org

(956) 541-4955

901 East Levee Street

Brownsville, Tx 78520





Primary Responsibilities

Engage in the following:

Support the Marketing and Communications staff to ensure:

- Efficient culturally relevant bilingual assets are distributed via social media channels, print media and direct outreach campaign to increase potential participants of cdc b's array of programs and services
- Dynamic content is produced to elevate cdc b's brand within the RGV specifically among individuals who are not direct program participants
- Expand cdc b's recognition as a high performing non-profit and CDFI within the national affordable housing and financial inclusion industry

Support the Resource Development staff to exceed the fiscal year strategic development goals by:

- Producing grant leads and cultivating investment opportunities
- Contribute to the development of grant narratives and budgets
- Lead pitch deck creations and deliver presentations for potential private and philanthropic investors

Lead the Impact Team to provide a standardized method of collecting and storing data across all lines of business and to provide this information accurately, comprehensively and as frequently as requested:

- Support the development and implementation strategy to migrate all data collection to one comprehensive platform
- Independently represent the team in meetings with internal executives, external partners and senior leaders in government, business, and academia and present data analytics
- Development of reports and dashboards for senior leadership and external partners
- Knowledge of all data collection systems within cdc b and the ability to extract, clean and submit all required reports for internal and external data requests

Lead p3: people, policy, power

- Provide vision and direction for the development of cdc b's local, state and federal policy priorities
- Develop content for public facing policy fact sheets, webinars, talking points, Op-Eds and blogs
- Create federal policy comment letters and testimony for a wide range of policy issues

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- Serve as the cdc b liaison for over 20 local, state and federal level policy working groups
- Provide oral testimony and presentations
- Ability to read and review detailed regulatory policy and make recommendations for modifications
- Maintain a deep understanding of current financial inclusion, community economic development, affordable housing, public finance, federal tax policy, other policy issues as they arise

Competencies & Requirements

- Executive level speechwriting experience, preferably for leaders in government or politics, or other public-policy environments
- Demonstrated ability to quickly and independently produce clear, creative and focused written content for various formats
- Expert communicator, presenter and collaborator; this role will frequently interact with senior leadership and requires a high degree of confidence presenting and listening
- Be able to effectively receive, apply and provide feedback
- Ability to thrive in a deadline-driven environment with flexibility and willingness to work outside normal business hours (evenings, weekends, holidays)
- Must be a team player and enjoy working in a collaborative environment
- Dynamic personality with extensive experience directly engaging with community members, elected officials and investment partners
- Able to serve as a thought partner for executive leadership

Qualifications

- Relevant experience leading resource development, marketing and communications, impact and reporting, and policy teams.
- Fluent in Spanish
- Ability to work independently and adapt to non-traditional work hours (including evenings and weekends)
- Advanced degree in Public Policy, Public Administration, Economics, Sociology preferred.

Compensation and Benefits

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- Salary – Based on Experience
- Bonus – Up to 10% of salary (based on production goals met).

Benefits:

- 100% of premium for health, vision and dental benefits paid by cdcb.
- 401K retirement plan (no match required)
- Short term disability insurance
- 11 paid holidays
- Vacation - Based on Length of Service
- Personal days – Based on length of Service

cdcb IS AN EQUAL OPPORTUNITY EMPLOYER

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