

## **JOB POSTING: Executive Director**

The [Builders of Color Coalition](#) is seeking a driven, personable, entrepreneurial manager and visionary to serve as our first executive director -- leading the development and expansion of programming to increase access and diversity in Boston's real estate sector, and raising resources to support the mission.

**Hours:** Full-time

**Location:** Boston

**Start Date:** ASAP by 9/1/21

**Compensation:** \$90-100K annually depending on experience, plus bonus potential and vacation benefits

### **Responsibilities:**

- Oversee the organization, steward the mission, and implement foundational organizational procedures
- Represent the organization externally and pursue public support, including regular communications
- Raise funding to sustain and grow the organization, with a focus on strong financial health
- Develop and oversee programming, primarily educational/networking events
- Lead industry research to guide organizational priorities
- Develop and track impact measures
- Facilitate and support a strong Board of Directors; create and facilitate organizational committees
- Other organizational support work as needed, assisted by administrative and event management staff

### **Requirements:**

- Strong experience in program, campaign, community, and/or organizational management
- Strong organization, communication, and community relations skills
- Background or strong interest in fundraising and public support
- Comfort with Google Docs, Microsoft Word/Excel, or equivalent platforms
- Ability to conduct manual tasks for in-person events (when they resume), including equipment setup/breakdown/transport, with assistance of administrative and event management staff
- *Preferences:* Understanding of diversity, equity, and inclusion work; Understanding of at least some aspects of real estate or land use; Experience with organizational budgeting and accounting
- *Key Characteristics:* driven, self-motivated, self-directed, eager to learn, personable, diligent, flexible

### **About the Builders of Color Coalition:**

The Builders of Color Coalition ([buildersofcolor.com](http://buildersofcolor.com)) is an education, networking, and resource consolidating organization -- working to increase access and diversity in Boston's commercial real estate sector, to create generational impact in expanding economic opportunity. The organization was founded in 2017 and has grown to a base of more than 500 real estate professionals of color and strong connections across the industry. To date, BCC has been volunteer-led by its founder and Board President, with part-time paid administrative support, and an engaged 12-person Board. The Board is currently finalizing a [4-year strategic plan](#). The organization has applied for 501(c)(3) status and anticipates receiving this determination by spring 2021.

**To Apply:** Please be sure to read this posting thoroughly. If interested, please email your cover letter and resume to Dave Madan at [info@buildersofcolor.com](mailto:info@buildersofcolor.com) with the subject line 'BCC ED Application'. We welcome diverse candidates.