

Position Title: Executive Director

Reports To: Board of Directors, SDCDC

Location: Prince George's County, MD

Employment Type: Full-Time Annual Contract (Grant-Funded)

Compensation: \$85,000 – \$95,000

Position Summary

The Second District Community Development Corporation (SDCDC) seeks a dynamic and strategic Executive Director to lead the implementation and growth of the District 8 Senior Support Fund, a \$4.25 million initiative dedicated to enhancing the well-being of seniors aged 65 and older in the MGM Hotel local impact area. This fund provides critical support across social services, recreation, and education. The Executive Director will be responsible for overseeing the fund's successful execution, managing a team of 3–4 staff, liaising with key stakeholders, and ensuring compliance and fiscal stewardship of the multi-million-dollar program budget.

Key Responsibilities:

- Provide visionary leadership and day-to-day management of the Senior Support Fund, ensuring alignment with strategic goals and community needs.
- Oversee execution and logistics of all program components, including financial assistance, recreational programming, and educational services for seniors.
- Manage and mentor a staff of 3–4 program and administrative professionals.
- Develop and maintain strong relationships with stakeholders, including County Council Members, government agencies, community organizations, and service providers.
- Monitor all contracts, Memoranda of Understanding (MOUs), and vendor relationships to ensure compliance with procurement guidelines and grant requirements.
- Track and report on budget expenditures, ensuring transparent use of funds and program accountability.
- Design systems and strategies to optimize program operations, improve outcomes, and scale services sustainably.
- Represent the program in public meetings, community forums, and with the media as needed.
- Establish internal processes for program evaluation, data collection, and reporting to funders and partners

Preferred Qualifications

- Bachelor's degree in Public Administration, Social Work, Nonprofit Management, or a related field.
- Minimum 5 years of leadership experience in nonprofit management, program implementation, or public sector administration.
- Ability to manage multi-million-dollar budgets and publicly funded programs.
- Experience in stakeholder engagement, government contracting, and MOU development.
- Exceptional attention to detail, organizational skills, and ability to work in a fast-paced, evolving environment.
- Track record of building or scaling new programs or organizations.
- Knowledge of issues facing senior populations, particularly around housing, healthcare access, and social isolation, is a plus.
- Demonstrated commitment to equity, inclusion, and community empowerment.

Contract Terms

This is an annual contractor position funded through a grant. Renewal is contingent upon performance and continuation of funding. This position includes oversight responsibilities and will serve as a central figure in the program's success and sustainability.