SECOND DISTRICT
COMMUNITY DEVELOPMENT CORPORATION
7610 PENNSYLVANIA AVENUE | SUITE 103 | FORESTVILLE, MD 20747
BOARD CHAIR, REVEREND DOCTOR GERALD FOLSOM

# Job Announcement

**Second District Community Development Corporation (SDCDC)**

**Employment Opportunity**

**Executive Director**

**Position Title:** Executive Director
**Organization:** Second District Community Development Corporation (SDCDC)
**Location:** Valerie Faith Gary Bell Building, District Heights, Maryland (with travel throughout the Second Episcopal District as required)
**Employment Type:** Full-Time • Professional • Independent Contractor (1099)
**Salary Range: $75,000 - $100,000 annually** (commensurate with qualifications and experience)

**Open Date**

**Tuesday, October 24, 2026**

**Closing Date**

**Friday, November 6, 2026**

## About the Second District Community Development Corporation

The **Second District Community Development Corporation (SDCDC)** is the economic and community development arm of the Second Episcopal District of the African Methodist Episcopal Church. SDCDC is committed to strengthening communities through strategic real estate development, economic empowerment, workforce development, affordable housing initiatives, grant acquisition, technology innovation, and collaborative partnerships that improve the quality of life throughout the District.

We are seeking an experienced, visionary, and mission-driven leader to serve as our next **Executive Director**.

## Position Summary

The Executive Director serves as the chief operating officer and chief ambassador of SDCDC. Reporting directly to the Board Chair and working closely with the Board of Directors, the Executive Director will provide leadership in:

- Property and real estate management
- Community and governmental relations
- Economic development initiatives
- Grant procurement and administration
- Technology implementation
- Organizational growth and strategic planning

This position requires an innovative, collaborative leader who possesses exceptional communication skills and the ability to cultivate relationships with churches, community organizations, government agencies, funding partners, and private sector stakeholders.

## Primary Responsibilities

### Property & Asset Management

- Oversee day-to-day coordination with the organization's commercial property management company.
- Monitor monthly financial performance of SDCDC properties.
- Manage capital improvement planning and property maintenance.
- Assist with lease negotiations and contract administration.
- Coordinate property-related legal documents.
- Work with tenants and vendors to ensure effective property operations.

### Grant Development & Fundraising

- Identify grant opportunities and new funding sources.
- Lead grant writing and proposal development.
- Oversee implementation of awarded grants.
- Ensure grant compliance, reporting, and fiscal accountability.
- Coordinate contractor and consultant performance.
- Work closely with the Treasurer regarding grant expenditures.

**Operations, Technology & Communications**

- Develop and implement the SDCDC communications strategy.
- Maintain and enhance the organization's website and technology platforms.
- Prepare reports and presentations for the Board of Directors.
- Represent SDCDC at conferences, meetings, and community events.
- Build strategic relationships with elected officials, nonprofit organizations, businesses, and community stakeholders.

**Strategic Leadership**

- Assist the Board in implementing SDCDC's Strategic Plan.
- Expand partnerships that advance community development initiatives.
- Ensure compliance with nonprofit governance requirements.
- Provide regular updates regarding organizational performance, opportunities, and challenges.
- Promote innovation and sustainable organizational growth.

## Minimum Qualifications

Applicants should possess:

- Bachelor's Degree required (Master's Degree preferred)
- Significant nonprofit leadership experience
- Experience managing commercial real estate or similar assets
- Demonstrated success securing and managing grants
- Strong financial and budget management skills
- Excellent written, verbal, and presentation abilities
- Experience utilizing technology and social media to support organizational operations
- Ability to travel throughout the Second Episcopal District as needed.

Experience within the **African Methodist Episcopal Church**, other faith-based organizations, or community development organizations is highly desirable.

## Desired Competencies

The successful candidate will demonstrate:

- Visionary leadership
- Strategic planning and execution
- Financial stewardship
- Organizational management
- Relationship building
- Community engagement
- Political and governmental collaboration
- Problem solving and innovation
- Integrity and accountability
- Commitment to equitable community development

## Work Environment

The Executive Director will be based primarily at the **Valerie Faith Gary Bell Building in District Heights, Maryland**, with periodic travel throughout the Second Episcopal District to support projects, partnerships, conferences, and stakeholder engagement.

## Compensation

Annual compensation ranges from **$75,000 to $100,000**, commensurate with education, qualifications, and relevant experience.

Allowable business expenses will be reimbursed in accordance with the Independent Contractor Agreement.

## How to Apply

Interested candidates should submit the following:

- Cover Letter
- Current Resume
- Three Professional References

Applications should be emailed no later than **Friday, November 6, 2026,** to:

**Rev. Dr. Gerald Folsom**
**Chair, Second District Community Development Corporation**
**Email: pastorfolsom@gmnebo.org**

## Equal Opportunity Statement

The Second District Community Development Corporation is committed to building an inclusive organization that reflects the diverse communities we serve. SDCDC is an Equal Opportunity Organization and welcomes qualified applicants of every background. All qualified applicants will receive consideration based on their education, experience, and demonstrated ability to fulfill the responsibilities of the position.

## Join Us in Transforming Communities

This is more than an executive leadership opportunity—it is an opportunity to help shape the future of community development throughout the Second Episcopal District. If you are passionate about faith, leadership, economic empowerment, and creating lasting impact, we encourage you to apply.