



MPDC Job Description

Job Title: Chief Operating Officer	Department: Administration & Operations
Position Status: Full-time, exempt	Pay Rate/Salary: \$200,000-215,000 per year
Reports to: CEO	Estimated Start Date: ASAP

About MPDC: Madison Park Development Corporation (MPDC) is a 60-year-old community development corporation (CDC) that serves the Roxbury neighborhood of Boston. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Nubian Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. Full-time positions include a generous employee benefit package.

MPDC's program areas include an arts center, a community center, senior support, youth extracurricular and professional programming, community gardening, and affordable housing among other initiatives.

Position Description: The Chief Operating Officer (COO) is a key member of MPDC's Senior Staff team and serves as a strategic partner to the CEO, responsible for translating vision into execution across programs, partnerships, and operations.

The COO oversees day-to-day operations while also driving cross-functional alignment between program delivery, resource development, and external affairs. This role ensures that MPDC's work is not only operationally excellent, but also strategically positioned to secure public and private investment, influence systems-level change, and scale impact across Roxbury and beyond.

The COO will directly supervise community engagement program leadership, arts and culture, and the resource development and marketing team, while working closely with external stakeholders, including government partners, funders, and community leaders.

Responsibilities:

Program Operations and Impact:

- **Program Leadership:** Oversee implementation and evaluation of all program areas (youth, community engagement, and arts and culture), ensuring alignment with community priorities and organizational strategy.
- **Strategic Execution & Performance Management:** Establish clear KPIs, dashboards, and performance metrics to track outcomes, improve decision-making, and increase transparency with leadership and the Board.
- **Cross-Functional Integration:** Ensure strong alignment between programs, evaluation, and resource development to maximize impact and funding opportunities.
- **Scaling Impact:** Identify opportunities to expand and replicate high-performing programs, including partnerships that extend MPDC's reach and visibility.

Resource Development:

- **Integrated Growth Strategy:** Partner with the CEO to drive a comprehensive strategy that aligns fundraising, partnerships, and public funding opportunities.
- **Government Relations & Advocacy:** Lead or support engagement with local, state, and federal stakeholders to advance policy, secure public funding, and position MPDC as a leader in community development.
- **Fund Development:** Oversee grant strategy, government contracts, and philanthropic partnerships, ensuring strong revenue growth and compliance.
- **External Leadership:** Serve as a key external representative of MPDC, building relationships with funders, elected officials, and community stakeholders.

Operations and Administration:

- **Financial & Grant Management:** Partner with Finance to oversee budget to actual performance and address variances, align budgeting, grant funding, and program delivery; implement tools to track grant performance, spending and requisitions.
- **Organizational Effectiveness:** Lead internal systems improvement, including planning processes, decision-making structures, and cross-team communication.
- **Data & Learning Culture:** Promote a culture of continuous improvement by integrating evaluation, learning agendas, and data-driven decision-making across teams.

Required Knowledge, Skills, and Experience*:

Education: Bachelor's Degree in Business Administration, Public Administration, or related field required.

Years of Experience: Minimum of 10+ years of senior management experience in a nonprofit or community development organization, including:

- At least 5 years overseeing programs or operations
- At least 3 years in resource development, fundraising, and/or grant management

Skills:

- Proven ability to secure and manage public and philanthropic funding, including government appropriations and grants
- Strong experience in government relations, advocacy, and stakeholder engagement
- Demonstrated success leading and building cross-functional teams that integrate programs, partnerships, and strategy
- Experience developing and implementing performance management systems (KPIs, dashboards, evaluation frameworks)
- Exceptional written and oral communication skills and experience representing a mission-driven organization externally, including experience engaging with elected and public officials, media, and senior level stakeholders
- Experience and ability to operate as both a strategic and practical, hands-on leader

Core Competencies:

- **Results-Oriented:** Demonstrates a strong commitment to achieving measurable outcomes and organizational impact in alignment with Strategic Plan
- **Strategic Thinking:** Ability to anticipate challenges and opportunities and align operations accordingly
- **Collaborative Leadership:** Builds strong relationships across teams and with external partners
- **Accountability:** Ensures high standards of performance and integrity across all functions

Preferred Knowledge, Skills, and Experience:

- MBA or advanced degree preferred.

*Must be able to pass a CORI, reference, educational and professional licensure check.