

POSITION ANNOUNCEMENT

Executive Director

Oxford Circle Christian Community Development Association (OCCCD A)

Reports To: Board of Directors

Location: Philadelphia, PA

Application Deadline: Open until filled – Priority consideration by June 15th, 2026

Salary Range: \$90,000–\$115,000 annually, commensurate with experience, plus benefits

About OCCCD A

Oxford Circle Christian Community Development Association (OCCCD A) is a Christ-centered nonprofit organization serving one of Philadelphia’s most diverse and vibrant neighborhoods. Located in Northeast Philadelphia, Oxford Circle represents a beautiful mosaic of cultures—over 20 languages spoken and more than 30% of residents born outside the United States. Though rich in resilience and diversity, the community continues to face economic and systemic challenges that call for transformative, faith-driven leadership.

Founded in 2006 by Oxford Circle Mennonite Church, OCCCD A exists to extend healing and hope in the Oxford Circle community, believing that God’s purpose of reconciling all people to Jesus leads us to minister on spiritual, physical, social, and economic levels.

For the right leader, this role offers a unique opportunity to invest deeply in a community, build lasting relationships, and see tangible impact in the lives of children, families, and neighbors.

OCCCD A’s core programs include:

- Local school programs including a Family Resource Center offering case management, an after-school program, and summer camp.
- Emergency food assistance and workforce development.
- Adult education classes including GED and English-language learning (ELL).
- A childcare partnership with Kinder Academy.
- Community outreach initiatives, including annual events serving hundreds of residents.
- Early childhood literacy through the PAT (Parents As Teachers) program.
- Economic development programs to support community growth

Position Summary

OCCCCDA seeks a Christ-centered, visionary, and experienced Executive Director to lead the organization into its next phase of stability, growth, innovation, and community impact. This is a unique opportunity for a leader who is motivated not only by organizational success, but by meaningful, community-centered work that makes a lasting difference.

The Executive Director will oversee strategic vision, program development, staff leadership, fundraising, external engagement and community partnerships, ensuring OCCCCDA remains financially strong, mission-aligned, and deeply connected to the neighborhood it serves.

This role requires a leader who embodies integrity, humility, and excellence—a servant-leader who can inspire others while managing complex systems and relationships with grace and accountability.

The ideal candidate will be energized by the opportunity to lead a mission-driven organization where the rewards are found not only in outcomes, but in relationships, transformation, and the daily work of serving others.

Key Responsibilities

Strategic Leadership & Governance (20%)

- Lead implementation and continual refinement of OCCCCDA's strategic plan.
- Ensure alignment of programs, staffing, operations, and initiatives with the organization's mission and long-term goals.
- Serve as the primary liaison between the Board of Directors and staff, ensuring effective communication, transparency, and mutual accountability.
- Partner closely with Oxford Circle Mennonite Church leadership to maintain spiritual unity and collaborative impact.
- Collaborate with the Board to achieve governance best practices, continual policy development, and strategic oversight.
- Actively advocate for community needs by representing the organization to local and regional stakeholders.

Fund Development & External Relations (30%)

- Lead and execute a comprehensive fundraising strategy that includes grants, major gifts, annual giving, and planned giving.
- Cultivate and steward relationships with donors, foundations, government partners, and corporate sponsors.
- Represent OCCCCDA as its chief ambassador—articulating its Christ-centered mission, vision, and impact to diverse audiences including media, civic leaders, and community stakeholders.
- Oversee organizational communications, storytelling, and visibility campaigns.

Organizational & Staff Leadership (30%)

- Provide supervision and leadership to a diverse team of 30+ staff and volunteers.
- Foster a healthy, positive, mission-driven organizational culture rooted in faith, accountability, and collaboration.
- Oversee staff development, performance management, and succession planning.
- Strengthen operational systems, HR policies, and compliance protocols to promote organizational excellence and accountability.
- Collaborate with church partners regarding facility use and property management to ensure good stewardship of the property and maintain financial profitability.

Financial Management (20%)

- Oversee development and management of the annual budget and all financial reporting.
- Ensure compliance with all contracts, grants, and fiscal regulations.
- Maintain financial health through sound stewardship and resource allocation.
- Lead by example in creating an ethical, trust-based culture that reinforces transparency, accountability, and effective internal controls while cultivating a collaborative environment that empowers team members to lead and contribute.
- Partner with the Board Treasurer, Finance Committee, and Property Committee to monitor cash flow, capital investments, internal controls, audit processes, and drive long-term sustainability.

Qualifications

Spiritual & Personal Commitments

- Mature and active faith in Jesus Christ, reflected in both personal life and leadership.
- Deep commitment to the mission of OCCCDA and the Oxford Circle community.
- Active participation in a local Christian congregation.
- Leadership marked by humility, accountability, and biblical values.

Professional Experience & Skills

- Master's degree in nonprofit management, public administration, social work, community development or related field (or equivalent experience).
- Minimum of 5–7 years in senior nonprofit leadership, including supervisory and fiscal management experience.

- Demonstrated success in fundraising, donor relations, and strategic communications.
- Experience managing grants, budgets, and multi-program organizations.
- Strong collaboration, problem-solving, and team-building skills.
- Exceptional written, verbal, and interpersonal communication abilities.
- Ability to work effectively with people from diverse backgrounds and perspectives.
- Demonstrated ability to lead and serve within a culturally diverse community with humility, respect, and a commitment to unity in Christ.

Preferred Qualifications

- Familiarity with the Philadelphia nonprofit ecosystem.
- Experience in faith-based community development or Christian community ministry.
- Proven success leading organizations through growth, transition, or expansion phases.

Compensation & Benefits

- Salary range: \$90,000–\$115,000 annually, commensurate with experience, plus benefits.
- Comprehensive benefits package including health insurance, paid leave, retirement contributions, and professional development support.
- Hybrid work flexibility available with required on-site presence for community engagement and leadership functions.

Application Process

We are committed to building a team that reflects the community we serve. Qualified applicants are invited to submit the following materials:

1. A cover letter expressing alignment with OCCCDA's mission and leadership vision.
2. A current résumé.
3. Three professional references (at least one supervisory and one from a current/former pastor).

Submit all materials via email to:

Attn: Board of Directors

Oxford Circle Christian Community Development Association

Email: board@occcda.org