

JOB DESCRIPTION

Senior Director, DC Community Anchor Partnership



Background

Company Overview

The Coalition for Nonprofit Housing & Economic Development (The Coalition) is a 501(c)(3) membership association for the community development sector in the District of Columbia, with more than 170 organizational members. The Coalition's mission is to advance community development solutions that address the inequity of under-resourced communities in the District of Columbia. Our strength lies in our convening power, highly successful advocacy, robust communications and information sharing, and equipping our members with tools and resources for their work. The organization's members include nonprofit and for-profit affordable housing developers, housing counseling and service agencies, community economic development organizations, workforce and business development entities, lenders, intermediaries, and government agencies.

Initiative Overview

The DC Community Anchor Partnership (DCAP) is a citywide initiative connecting major employers with District-based businesses to strengthen the region's economic fabric. Led by The Coalition and co-convened by the DC Deputy Mayor's Office for Planning & Economic Development, DCAP works with hospitals, universities, and other "anchor institutions" to expand contracting opportunities for local small businesses. Through coordinated relationship-building, data-driven insights, and procurement strategies, the partnership helps institutions meet operational needs while generating measurable economic impact for small businesses and the region. DCAP's collaborative model brings together buyers, suppliers, and ecosystem partners to build capacity, share best practices, and grow a more inclusive economy.

Position Summary

The Senior Director of the DC Community Anchor Partnership (DCAP) leads the daily operations, institutional partnerships, and supplier development initiatives that make DCAP a nationally recognized inclusive growth model.

The Senior Director of DCAP will report to the Senior Director of Strategic Initiatives and manage a small team of consultants to deliver measurable impact – helping hospitals, universities, and other anchor institutions increase spending with local small businesses, while supporting the growth and readiness of the regional supplier base.

This role combines program management, relationship cultivation, and strategic execution. The ideal candidate brings experience in procurement, supplier inclusion initiatives, local economic development, and/or network management, and is skilled at translating systems-level goals into tangible results across multiple stakeholders.

Primary Duties and Responsibilities

Program Leadership & Relationship Management

- Lead strategic direction and day-to-day operations of high-impact, high-visibility systems change initiative.
- Supports the high-quality design and implementation of project deliverables, meetings, and reports.

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- Manage and grow relationships with key prime contractors to drive subcontracting with local small businesses.
- Co-facilitate triannual Community Advisory Board meetings and Procurement Working Group meetings to align partners towards shared vision and promote peer learning.
- Participate in and represent The Coalition at national conferences, local convenings, and peer networks to promote impact, sharing of best practices, and continuous improvement

DCAP Anchor Member Engagement

- Serves as the primary liaison to DCAP's 17 anchor institutions, managing and growing relationships with leaders (procurement, government & community affairs, major internal buyers, etc.) at universities, health systems, and other large employers.
- Lead quarterly anchor meetings, action planning sessions, and follow up engagements that advance each institution's procurement goals.
- Oversee execution of annual Anchor Member data analysis reporting and action planning process, in collaboration with program team and consultants.
- Project manage ongoing engagement with Anchor Members, including completion of agreed upon action items.
- Manage expansion of DCAP to new institutional partners to scale pipeline of opportunities for partnership.

Supplier Development and Ecosystem Building

- Oversee supplier outreach, vetting, and readiness assessments for RFP opportunities shared by participating institutions.
- Manage partnerships and co-develop solutions with technical assistance providers, capital partners, and other community-based partners to ensure suppliers are equipped to meet institutional standards.

Cross-Team Collaboration

- In collaboration with President/CEO and Senior Director, Strategic Initiatives, evaluate new partnerships, prospect new revenue sources, write grant proposals, draft timely funder reports, and examine options for long-term sustainability.
- In collaboration with Senior Director of Communications, manage collection of qualitative and quantitative impact data, develop annual impact report and communications materials that tell the story of DCAP's impact.

Preferred Qualifications

- 5+ years of experience in supplier inclusion, strategic sourcing, procurement, or local economic development.
- Strong understanding of institutional contracting processes and challenges faced by small businesses.
- Experience assessing priorities and effectively juggling multiple complex projects in a fast-paced environment.
- Proven ability to manage complex partnerships, coordinate multiple projects, and deliver measurable results.
- Excellent written and verbal communication skills, with comfort presenting to executive and community audiences.
- Experience managing staff or consultants.
- Bachelor's degree required.

Compensation and Benefits

The salary for this position is \$120,000-\$160,000. The Coalition offers a competitive benefits package including health insurance, employer retirement contributions, paid vacation and sick leave, hybrid work options, and an optional deferred salary retirement plan. Salary is commensurate with experience and track record of accomplishments. This position is exempt from overtime wages.

To Apply

Please email a resume and a brief statement of interest (with "DCAP Senior Director" in the subject line) to jobs@cnhed.org. No phone calls, please. The position is open until filled. References may be required. The Coalition is an equal opportunity employer. We encourage people of color, women, LGBTQIA+, and people with disabilities to apply.