



DIRECTOR OF COMMUNITY ACTION

Position Description

About Madison Park Development Corporation

MPDC, one of the most successful community development corporations nationally, has been the major catalyst for the physical and economic renaissance of Roxbury, Massachusetts for over 50 years. The Company is a non-profit organization with a successful track record of developing and preserving quality affordable housing for over 3,000 residents and providing support services and programs that address inequities in economic development and health and improve the quality of life.

In addition to real estate development, MPDC operates community programming in the areas of arts and culture, youth development, violence prevention, health equity and community wellness, grassroots leadership development and civic engagement. The Company has a full-time staff of 31, part-time staff of 20, a \$7.4 million operating budget and consolidated assets of over \$165 million.

MPDC seeks a Director of Community Action to oversee programs that include Youth Workforce and Development, Resident & Civic Engagement, Public Safety and Health Equity & Community Wellness. Working as a collaborative leader, the Director of Community Action is responsible for managing a budget of \$1.5 million and program staff of 8 full-time and three to five part-time, with four direct reports.

Reports to: Vice President of Programs

Status: Full-time, exempt

Location: Boston, Massachusetts

Salary Range: \$85,000 - \$95,000, plus incentive pay, commensurate with experience

KEY PROGRAM AREAS

Soheil Turner Youth Leadership Institute

- Serve 20 court-involved, out-of-school and out-of-work youth ages 16 years and older
- Serve 24 in-school youth ages 14-19 during the academic school year (November – May)
- Provide summer employment, education and enrichment for 75 youth ages 14-24
- Provide volunteer mentors and match them with 15 youth program participants
- Provide college or vocational training scholarships to at least 12 young adults annually

Resident and Civic Engagement

- Support the development of leaders and resident directed goals and interactions at MPDC properties
- Maximize resident services provided through third party property managers and other partners

- Oversee planning and coordination of National Night Out, Unity Day, Senior Resource Fair, Donuts with Delegates and other civic and community engagement events
- Non-Partisan work with partners and volunteers to increase voter registration and achieve voter turnout goals; collect and analyze data to support strategies

Public Safety

- As part of the Violence Intervention program Coordinate and attend community public safety meetings and community outreach
- As a key member of the Neighborhood Trauma Team, lead response to incidents of violence in Roxbury in partnership with Whittier Community Health Center and Boston Public Health Commission
- Coordinate community building and place-making events and workshops

Health Equity and Community Wellness

- Work with residents, community based organizations, City agencies and elected officials to support Urban Growing, Complete Streets and Active Transportation initiatives in Roxbury
- Recruit, train and manage resident peer health leaders, manage trainings on healthy eating, coordinate food distribution, community gardens and fitness activities.

RESPONSIBILITIES

- Supervise and oversee professional development of staff to effectively implement the Department's initiatives
- Develop, manage and monitor Community Action budget and department work plans
- Track and analyze data using Salesforce CRM system and other methods
- Establish and maintain positive working relationships with the many partners and coalitions that support or are involved in the work of the Community Action Department and overall organization
- Represent MPDC at meetings of collaborative partners, such as Boston Public Health Commission, Massachusetts Association of CDCs (MACDC), Boston Housing Authority Choice Neighborhoods Initiative, youth jobs coalitions and at community events;
- Manage department contracts and grants; write grants and reports in collaboration with resource development staff and work with finance staff to process contracts and invoices;
- Initiate community assessment activities to generate and develop new programs and/or partnerships;
- Oversee trainings and event planning related to Community Action initiatives;
- Negotiate contracts with vendors.
- Facilitate community planning processes as part of key real estate development projects.
- Drive communications strategy for Community Action including providing content for website, e-newsletters, social media and print materials.
- Participate in monthly board of directors meetings and bi-monthly Organizing Committee meetings.
- Participate in monthly Senior Staff and all-staff meetings.
- Facilitate regular Community Action department meetings and inter-department working groups.

QUALIFICATIONS

- Five plus years of senior management experience in the field of community development, preferably with relevant experiences in community organizing and the areas of youth programs, civic engagement, and affordable housing.

- Track record of building and managing efficient and sustainable organizations.
- Financial management experience that includes development and management of program budgets, and decision making based on financial reports.
- Experience with strategic program development and evaluation, as well as collection and use of data to analyze and report program outcomes.
- Working knowledge of the individuals and organizations that participate in and impact the community development field in Boston.
- Working knowledge or experience with social determinants of health, a plus.
- Strong interpersonal skills including ability to work well with diverse cultures and institutions, and a commitment to working in a low to moderate income community of color.
- Facility with managing group dynamics and collective decision-making.
- Experience or knowledge of trauma informed approaches to programs and services
- Successful grant writing and fundraising experience.
- Fluency in Spanish and English, a plus.
- Demonstrated ability to organize multiple projects and attend to all related details.
- Proficiency with Microsoft office required, and familiarity with Salesforce CRM, and/or other customer relationship management software preferred.
- Excellent written and verbal communication skills.
- BA required, MBA or advanced degree in a related field preferred.

MPDC values diversity in its workforce and candidates from a wide range of backgrounds are encouraged to apply.

Application Process:

We offer a competitive compensation package as well as an extensive benefits package. Visit our website at www.madison-park.org for more information about MPDC. Please submit your resume and cover letter to hr@madison-park.org.