

Resident and Civic Engagement Manager Job Posting

Madison Park Development Corporation (MPDC) is an active and established community development corporation (CDC) that serves the Roxbury neighborhood of Boston with our housing and community development activities. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Dudley Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. We are an organization of about 35 employees working throughout various departments.

MPDC seeks a full time Resident and Civic Engagement Manager. The Resident and Civic Engagement Manager must be self-motivated with direct experience in administration, community based programs and outreach in the Roxbury area.

Position Description:

MPDC is committed to identifying residents with potential leadership skills and cultivating those skills by providing leadership training for adults and professional development for youth and encourages its residents and community members to participate in the political process and to actively engage appointed and elected officials.

Reports to: Director of Community Action

Status: Full-time, exempt

Location: Roxbury, Massachusetts

Salary: \$70,000 annually

Responsibilities:

- Develop and support resident leaders
 - Coordinate resident participation in the annual, three-day, national NeighborWorks Community Leadership Institute (CLI) and other capacity building opportunities
 - Support implementation of annual CLI projects/programs
- Provide strategic advice to MPDC staff
 - Provide staff support for MPDC's Organizing Committee, a group of residents and board members that meet at least quarterly to provide strategic advice and direction relative to Community Action Department programs and projects.
- Support resident directed goals and interactions at MPDC properties
 - Support an emerging Madison Park Village Resident Association and more establish resident associations at Orchard Gardens and St. Botolph Terrace Apartments and maintain communication and support resident leaders in other MPDC properties.
- Maximize resident services provided by third party property managers

- Coordinate monthly meetings with property management Resident Service Coordinators (RSCs) from four management companies
- With respect to social services and resident engagement, act as a central point of communication between property management staff and MPDC staff
- Coordinate major events that celebrate community, support social cohesion and encourage civic participation, including:
 - Annual Unity Day, typically held at Madison Park Village, National Night Out Against Crime, typically held at Orchard Gardens, Senior Resource Fair, typically held at Hibernian Hall, Donuts With Delegates – an annual meeting with local, state and national elected officials, candidates forums, and other annual events, with support from Communication and Marketing Manager
- Strategically leverage outside resources to support MPDC residents
 - Evaluate potential partnerships and programming with outside parties
 - Coordinate implementation for selected partnerships and programming
- On a non-partisan basis, work with RoxVote Coalition partners to increase voter registration and participation in Roxbury by targeting MPDC residents and collecting and analyzing VAN data to develop strategies to:
 - Remind people about the election
 - Organize meetings and events, including at least two major events such as candidates forums, to share information and create excitement about the election
 - Highlight Reasons to vote and provide information on the voting process
 - Create visibility about the election through posters and displays in other public areas
 - Conduct Get Out the Vote drives
 - Conduct a phone bank to a specified list of residents
 - Highlight a ballot question – encouraging “yes” or “no” vote or staying neutral.
 - Help new voters participate in the process including youth, new citizens and other first time voters
 - Oversee volunteer recruitment and management
- Policy and Advocacy
 - Coordinate MPDC engagement with MACDC, MassVote and other civic partners
 - Support relationships with elected and public officials
 - Monitor and coordinate MPDC participation in local and citywide community meetings on relevant topics
 - Coordinate MPDC participation in key advocacy opportunities, for example partnering with agencies to ensure an accurate 2020 U.S. census
- General and Administrative Responsibilities
 - Internal and external monthly reporting and data collection using Salesforce CRM
 - Review of grant applications and reports generated by fundraising staff
 - Attend internal team and staff meetings

The successful candidate will have a strong vision, energy, and entrepreneurial spirit. In addition, strong candidates will have:

- A minimum of 5 years of progressively responsible experience, including at least two with a non-profit organization that engages in community organizing and/or resident leadership
- Bachelor's degree
- The ability to work effectively in collaboration with diverse groups of people
- Sophisticated knowledge and experience in community organizing
- Strong interpersonal, written and verbal communication skills
- Experience working with diverse populations
- Proficiency in Microsoft Office Word, Excel, PowerPoint, and Publisher
- Working knowledge of Salesforce and VAN software, preferred
- Ability to balance multiple projects while performing at a high level
- Excellent organizational skills, including workload management and the ability to complete tasks with a minimum supervision.
- Bi-lingual in English/Spanish, a plus.

Benefits:

This is a full-time salaried position with benefits. Some weekends and evenings required. MPDC offers an extensive benefits package.

Application Process:

Please submit your resume to hr@madison-park.org. Visit our website at www.madison-park.org for more information about MPDC.