



DIRECTOR OF HEALTH EQUITY AND RESIDENT ENGAGEMENT

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 Health Equity and Resident Engagement to oversee programs targeted to addressing social determinants of health for MPDC residents and the larger Roxbury community. Working as a collaborative leader, the Director of Health Equity and Resident Engagement is responsible for managing a budget of \$850,000 and 3 full-time program staff working on improving the built environment, food access and fitness and civic engagement. The Director will also be responsible for spearheading MPDC's engagement in policy and relationships with medical institutions and health care facilities, including Determination of Need and other investments into community based programs and affordable housing.

Reports to: Vice President of Programs

Status: Full-time, exempt

Location: Roxbury, Massachusetts

Salary Range: \$80,000 - \$85,000, plus incentive pay, commensurate with experience

KEY PROGRAM AREAS

Health Equity and Community Wellness

- Work with residents, community based organizations, City agencies, local businesses, schools, and elected officials to advocate for built environment improvements, including Urban Growing, Complete Streets and Active Transportation initiatives in Roxbury through the Mass in Motion Municipal Wellness initiative in partnership with the Boston Public Health Commission and the Massachusetts Department of Public Health.

- Recruit, train and manage resident peer health leaders, plan & manage resident trainings on healthy eating, coordinate food distribution through a partnership with Loving Spoonfuls, manage community gardens and fitness activities.

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, achieve voter turnout goals and collect and analyze data to support strategies
- Plan and implement education and outreach strategy for the 2020 Census

RESPONSIBILITIES

- Supervise and oversee professional development of staff to effectively implement program initiatives
- Coordinate Health Equity and Resident Engagement with youth development, public safety and affordable housing activities
- Develop, manage and monitor program budgets and 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 the Department of Public Health, Boston Public Health Commission, Dana Farber, Whittier Street Health Center, MassVote, and MA Voter Table
- 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 Health Equity and Resident Engagement initiatives
- Negotiate contracts with vendors
- Support community planning processes as part of key real estate development projects
- Drive communications strategy for Health Equity and Resident Engagement including providing content for website, e-newsletters, social media and print materials in partnership with staff
- Participate in monthly board of directors meetings and bi-monthly Organizing Committee meetings.
- Participate in monthly Senior Staff and all-staff meetings
- Facilitate regular program team meetings and inter-department working groups

QUALIFICATIONS

- BA required, MBA, MPH or advanced degree in a related field preferred
- Five plus years of professional experience in public health with strong knowledge of the social determinants of health
- Working knowledge of the individuals and organizations that participate in and impact the public health and community development field in Boston, with experience in resident and civic engagement preferred
- Management experience, including supervising staff

- Track record of building and managing efficient and sustainable programs
- 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.
- Successful grant writing and fundraising experience
- 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
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office required, and familiarity with Salesforce CRM, and/or other customer relationship management software and/or VAN, preferred
- Community organizing experience a plus
- Experience working in Boston's neighborhoods and/or familiarity with Roxbury a plus
- Fluency in Spanish and English, a plus.

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.