



VICE PRESIDENT OF PROGRAMS

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.

The Vice President of Programs (VP Programs), a member of the executive leadership team, has overall responsibility for all non-real estate and finance departments that include Community Action, Hibernian Hall and Dewitt Center, as well as fundraising, marketing and public relations. Working as a collaborative leader, the VP Programs is responsible for managing a staff of five direct reports and oversees departments that have 12 full-time and 20 part-time/event staff.

The VP Programs collaborates with the Chief Executive Officer (CEO) and other senior staff to develop and implement the organization's business plan in order to meet its strategic goals. In doing so, the VP Programs provides leadership and direction for the success of the organization's programs by establishing, maintaining and evaluating long range objectives and strategies for accomplishing those objectives. S/he will develop and strengthen partnerships with key stakeholders and constituencies, including funding organizations, individual donors and other non-profit organizations.

Reports to: Chief Executive Officer

Status: Full-time, exempt

Location: Boston, Massachusetts

Salary Range: \$120,000 to \$130,000 annually

Responsibilities

Hibernian Hall (HH)

- Supervise the Artistic Director of Hibernian Hall (HH). Support two full-time HH staff and 20 part-time event staff.
- Assist Hibernian Hall staff to translate an overall vision for the role of arts and culture in promoting economic development and cultural awareness into programs with specific goals and outcomes.
- Assist the Artistic Director in development and monitoring of annual program budget and department work plan. Review monthly finance reports and notify CEO of any significant variances and possible solutions.
- Work with Artistic Director to develop and implement annual plan for capital improvements for the HH ballroom.
- Attend monthly department meetings.
- Work with staff to conduct periodic meetings and training for HH event staff.
- Assist with regular updating of HH operations manual.
- Review all HH grant proposals and reports.
- Attend HH events that MPDC produces and seek new potential partners.

Community Action (CA)

- Supervise the Community Action (CA) Director and support six full time CA staff.
- Oversee effective implementation of CA's initiatives in Youth Development, Civic Engagement, Health and Wellness, Public Safety and Violence Prevention, and Resident Leadership.
- Assist the CA Director in development and monitoring of annual program budget and work plan. Review monthly finance reports and notify CEO of any significant variances and possible solutions.
- Review CA grant proposals and reports.
- Work with real estate staff to facilitate community planning work on key real estate development projects.

Dewitt Center (DC)

- Supervise the Dewitt Center (DC) Director. Support Dewitt Center staff.
- Responsible for the DC program budget. Assist the Director in initial start-up of this new facility and development of annual program budget and work plan. Review monthly of finance reports and notify CEO of any significant variances and possible solutions.
- Establish and maintain positive working relationships with the many groups that support the work of the organization.
- Report all DC grant proposals and reports.

Internal Management, Marketing and Resource Development:

- Work with senior staff to plan and facilitate collaboration between departments, enhance internal communication and staff satisfaction.

- Oversee proposals for grants and fundraising initiatives for all areas of the organization.
- Shape, manage and help implement an effective communication and public relations strategy.
- Plan agenda and run monthly staff meetings.
- Prepare and deliver performance evaluations for department managers and ensure that managers complete their staff evaluations in a timely manner.
- Serve as the Assistant Clerk for the Board of Directors, responsible for Board minutes and meeting planning & coordination and staff the Governance Committee.
- Analyze salesforce reports and other data to determine if resources are being put to best use to achieve the organization's mission.

External Relations:

- Serve as a key strategic leader and advocate for the mission of the organization.
- Cultivate and maintain contact with external community groups and stakeholders.

Qualifications:

- Seven to ten years of senior level management experience in the fields of either social services or community development, with experience in fundraising and donor cultivation. Experience in the areas of affordable housing, civic engagement, youth programs, community arts programming and cultural event planning, a plus.
- Track record of building and managing efficient and sustainable organizational infrastructures, including demonstrated ability to manage multiple projects, staff, new initiatives; ability to build and manage relationships; strong leadership and customer service skills.
- Proven ability to motivate and manage staff and to appropriately delegate responsibilities; to monitor, coach and develop staff, and to evaluate performance.
- Financial management experience that includes development and tracking of program budgets and decision making based on financial reports and managing budgets in excess of \$2 million.
- Strong interpersonal skills and ability to work well with diverse cultures and institutions, and a commitment to working in a low to moderate income community of color.
- Proficiency with Microsoft office and familiarity with Salesforce or other CRM software.
- Excellent written and verbal communication skills and strong grant writing experience.
- BA required, MBA or advanced degree in a related field a plus.

Application Process:

Please submit your resume to zoliver@madison-park.org. Fax #617-541-4900. 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.