

DEPUTY DIRECTOR

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 Nubian Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury.

Position Description:

The Deputy Director, a member of the executive leadership team, has overall responsibility for all non-real estate and finance activities which include Community Action, Hibernian Hall and Dewitt Center, as well as fundraising. Working as a collaborative leader, the Deputy Director is responsible for managing 7 direct reports and oversees departments and programs that have 18 full-time staff members.

The Deputy Director reports to, and collaborates with the Chief Executive Officer (CEO) and works closely with other senior staff to develop and implement the organization's business plan in order to meet its strategic goals. In doing so, the Deputy Director 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.

Responsibilities

Hibernian Hall (HH)

- Supervise the Director of Hibernian Hall and Technical Director of Hibernian Hall (HH).
- 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 Program 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 HH staff to evaluate and implement plans for capital improvements for the HH ballroom.
- Attend bi-weekly program meetings.
- Work with staff to conduct periodic meetings and training for HH event staff.
- Assist with regular updating of HH operations manual.
- Review HH grant proposals and reports.
- Attend HH events that MPDC produces and support the development of new partnerships.

Community Action (CA)

- Supervise the 2 Community Action (CA) Directors and support 10 full time CA staff.
- Oversee effective implementation of CA's initiatives in Youth Development, Community Support, Health Equity and Resident and Civic Engagement.
- Assist the CA Directors in development and monitoring of annual program budgets and work plans.
- Review monthly finance reports and notify CEO of any significant variances and possible solutions.
- Review CA grant proposals and reports.

- Collaborates CA work with Hibernian, Dewitt Center and Real Estate activities.

Dewitt Center (DC)

- Supervise the Dewitt Center (DC) Director. Support Dewitt Center staff.
- Responsible for the DC program budget. Assist the Director in development of annual program budget and work plan.
- Review monthly 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.
- Review 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.
- Support an effective communication and public relations strategy.
- Plan agenda and run monthly staff meetings.
- Prepare and deliver performance evaluations for program directors and ensure that managers complete their staff evaluations in a timely manner.
- Oversee data collection and evaluation.
- Key member of current COVID Committee

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.
- Occasional weekends and evenings may be needed to support external relationships

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.
- Bilingual (Spanish) a plus

- Excellent written and verbal communication skills and strong grant writing experience.

Benefits:

This is a full-time salaried position (range of \$125,000 -\$150,000 based upon experience) with an excellent benefits package including four weeks of paid time off, paid holidays, and access to medical insurance plans with generous cost sharing.

Application Process:

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