



JOB DESCRIPTION
Director of Community Building and Environment
March 2008

The Neighborhood of Affordable Housing (NOAH) is an East Boston based community development corporation structured to collaborate with and support residents and communities in their pursuit of affordable housing strategies, environmental justice, community planning, leadership development, and homebuyer/foreclosure prevention services. NOAH's highly regarded Community Building and Environment (CBE) Department has focused on engaging residents – youth and adults, immigrants and longtime residents – in environmental justice issues community organizing projects and other programs/projects which create social and human capital, primarily in our core neighborhood of East Boston. The work has always been of a highly collaborative and rewarding nature

In coming years, the CBE Department also has the mandate to consider and to actively seek similar collaborations and opportunities outside of East Boston. The Director will be one with desire and skills to move the CBE agenda 'to the next level,' as we remain committed to our local agenda. The intent is to find partners and allies with similar interests in order to create urban/suburban connections that educate and enhance our very successful environmental and youth work. In the same collaborative manner, the organization has already taken its affordable housing agenda to suburban locations where the diversity of affordable housing can be viewed as another form of community development.

Job Responsibilities:

Program Development

- Develop and support programs and organizing projects focused on youth organizing and development, educational and recreational programs, leadership development, environmental justice, and ESOL classes.

Leadership and Management

- Recruit, hire, train, supervise and/or oversee staff (includes youth staff), interns and volunteers.
- Develop and manage department and partnerships budgets, capital projects, and program budgets.
- Staff the East Boston side of the Chelsea Creek Action Group, a collaborative effort to advocate for environmental justice along the Chelsea River, as well as build youth and community leadership, and build alliances with businesses.

Resource Development

- In collaboration with Director of Fundraising and Communications and the Executive Director, write grant proposals and budgets to submit to private foundations and government agencies.
- Assist and lead strategic resource development planning. Manage grants and build/maintain relationships with foundations and individual donors.
- Participate in the organization's 20th anniversary year events and celebrations
- Secure pro-bono legal, scientific, organizational development and other technical assistance.

Strategic Alliances

- Develop on-going partnerships with diverse set of organizations to accomplish specific, measurable objectives, including with other non-profits, government agencies and businesses when appropriate.
- Support public policy advocacy efforts that are of organizational significance
- Conduct outreach to community residents, youth, businesses, churches and civic groups through one-on-one meetings, door knocking, house meetings, attending community meetings, flyer creation and distribution, etc.

Other responsibilities include, but are not limited to the following:

- Participate in the Senior Management Team.
- Engage in NOAH-wide initiatives including public fundraising
- Contribute to NOAH publications. Write press releases, newsletter articles, web updates, and correspondence related to programs.
- Helping to build/maintain partnerships with local and regional organizations
- In accordance with the needs of NOAH, additional leadership responsibilities may be assigned.

Qualifications

- 8 plus years senior management experience required including proven fundraising skills (private and public), budget and financial management, staff supervision, ability to develop and support community organizers and program coordinators, provide strong supervision, and work as part of a team
- Offer a consistent sense of vision and purpose which helps create, maintain and promote organizational energy and unity
- Demonstrated record of success in leadership development and in formulating and implementing organizing campaigns with community residents
- Extensive knowledge of environmental justice, knowledge of youth organizing/leadership development, community development,
- Self-motivated, resourceful and proven program development skills
- Excellent verbal/written skills
- Proven ability to work with people of various ethnic, economic and educational backgrounds
- Ability to lead sophisticated, politically sensitive decision making processes among a variety of interests including local advocates, elected officials, business people and government entities
- Ability to take initiative, work independently and function in a team
- Bilingual Spanish/English a plus
- Flexible; ability to work some evenings and occasionally a weekend.

Salary and benefits: \$50,000 – \$66,000, depending on experience. Excellent benefits, including health and dental care coverage, life and disability insurance.

To apply, send resume and cover letter to:

Neighborhood of Affordable Housing
Philip Giffie
East Boston, MA 02128
pgiffie@noahcdc.org

NOAH is an Affirmative Action/Equal Opportunity Employer.