

The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

All applications should be submitted online. Go to <https://www.tbf.org/who-we-are/careers> and select Director of Community Organizing, King Boston to complete our online application process.

## Job Description

**Title:** Director, Community Organizing

**Department:** Philanthropy Group

**Reports To:** Deputy Director, King Boston

**FLSA Classification:** Exempt    **FTE:** 1

**Supervises:** 1 Program Associate

### Position Summary:

The Director, Community Organizing, reporting to the Deputy Director, is responsible for designing and implementing King Boston's grassroots community engagement and partnership building efforts towards solutions for economic justice as a pathway to dismantling structural racism, grounded in joy, equity, and wellbeing. This role will foster and deepen current partnerships and coalitions and build new alliances, particularly with Boston's BIPOC communities. The Director, Community Organizing will interact with and be informed by the wider and growing King Boston team (i.e., Director of Embrace Ideas, Director of Engaged Community Research and Director of Development and Donor Engagement).

The Director, Community Organizing is a facilitative leader and brings vision and warmth and is eager to build and design a community engagement strategy. They hold a strong belief in and a vision for how partnership and coalition building at individual and institutional levels is integral to the design and implementation of systems-based solutions for healing from and dismantling White supremacy culture and structural racism. They are organized, solutions-oriented, self-directed, flexible and demonstrate leadership and initiative, while also being a

committed and contributing team player.

### **Essential Functions:**

- Develop and manage King Boston's community organizing and engagement strategy in addressing the historical roots of inequity through building and deepening a diverse range of partnerships and in response to real-world developments;
- Use restorative and transformative practices with communities as well as among individuals to address systemic racism and wellbeing;
- Manage, deepen and expand engagement of cross-sector member partners of the New Boston Coalition, King Boston's city-wide equity and wellbeing strategy;
- Manage and deepen King Boston's engagement in other core coalitions and partnerships, including: Black Mass Coalition, Green Ribbon Commission, Project HERE (Higher Education Reparations Engagement) and the MLK Scholars program;
- Design appropriate and related trainings and workshops to integrate into partnership and coalition building efforts;
- Recruit additional team members and manage and support their leadership development;
- Assess membership in other aligned coalitions;
- Partner with the Director of Embrace Ideas to integrate the arts and humanities into King Boston's community engagement and organizing work;
- Manage all related community engagement event logistic activities and communication; and
- Produce and manage a variety of communication vehicles to support and promote partnership and coalition building work and in partnership with King Boston's public relations/communications partners, as appropriate.

### **Other Duties:**

- Participate in various King Boston internal meetings and learning opportunities;
- Perform other duties as assigned related to King Boston's mission or to support partners, funders, or other stakeholders; and
- Individuals assigned to this position may perform other duties as assigned.

### **Qualifications**

#### *Preparation, Knowledge, Previous Experience:*

- 5-7+ years of organizing experience or other coalition/partnership building experience;
- Familiarity with and connections to racial justice and equity focused organizations and landscape; and
- Demonstrated ability to communicate clearly and with diverse communities.

#### *Skills, Abilities, Competencies:*

- Passion for racial and economic justice;
- Clear and compelling vision of community engagement and partnership building, with experience in and thoughtfulness about strategies for developing diverse leaders;
- Successful track record of partnership/coalition building, with the ability to build and nurture trusting, diverse and democratic relationships while balancing the needs of

- multiple constituents;
- Ability to design and facilitate trainings and workshops with a racial equity and structural analysis lens;
- Experience in group process and in facilitating democratic decision-making;
- Excellent communication skills, with the ability to organize, express, and communicate ideas in a clear, succinct, and accurate manner;
- Experience supervising and managing staff, including developing work plans, providing feedback and guidance, and seeking and offering staff opportunities for professional development;
- Experience managing departmental budget and spending;
- Commitment to contributing to an overall organizational culture of learning and wellbeing;
- Capacity to integrate into all functional areas while autonomously leading one's work;
- Ability to work with evolving priorities and timelines;
- Ability to prioritize tasks and meet organizational deadlines;
- An entrepreneurial spirit eager to build;
- Ability to balance attention to process, results and relationships as a facilitative leader;
- A can-do and will-do attitude, i.e., no task is too high level nor too basic;
- Proficient in Google applications (Drive, Docs, Sheets, Gmail) and Microsoft Office Suite (Word, Excel, PowerPoint); and
- Preference for a deep awareness, understanding, and connection to the Boston community, including connections to community based organizations and leaders.

**Working Conditions & Physical Demands:**

- Ability to sit for long periods of time.
- Ability to use a computer monitor and keyboard for long periods of time.

*The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.*

*External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.*

*This job description is intended to be general and may be revised from time to time. At management's discretion, the employee may be assigned different or additional duties from time to time.*

3/2021