



Deputy Director – Job Description

Salary: \$90,000 - \$100,000, DOE

Generous Benefits and Paid Time Off

Full-time Hybrid Position based in Dorchester

The Mass Union of Public Housing Tenants is a union for people who live in public housing. Our board is entirely made up of public housing tenants and our mission is to protect and improve public housing across the state. We are a membership organization, and our members are local tenant organizations across Massachusetts. We provide our member groups and all public housing tenants with support so they can build power in their own communities in order to fix the problems that plague our housing. The impact of our work is to provide greater safety, security and dignity for public housing tenants in Massachusetts. We are a small team with relatively new leadership in place building an organizational culture centered around our eight core values and work/life harmony for staff is a priority. We are looking for people who value both hard work and self-care.

The Deputy Director will work closely with the Executive Director to advance the mission of Mass Union and provide senior leadership for our organization and tenant network. This person will lead efforts to build power and voice for our members, low-income tenants of public housing, and work with the ED to advance our policy agenda.

Job Duties

- Work closely with the ED to advance the mission of Mass Union. Maintain a consistent listening posture and strong relationships with tenants and other stakeholders to ensure that programming advances our mission to build tenant power and voice
- With the ED and other staff, build out Mass Union's network of tenant groups and leaders
- Oversee Mass Union's work with current and potential members, including supporting our tenant "Network Leaders," tenant leadership development, Local Tenant Organization elections, and all the forms of support we provide
- Lead expansion into new communities
- As needed, run and facilitate tenant meetings for both newly forming and existing Local Tenant Organizations
- Supervise the Organizing and Network Manager and Community Engagement Fellow
- Partner with the Organizing and Network Manager to supervise the cohort of Network Leaders, who are tenant leaders providing peer support to other leaders in their region
- Ensure that Network Leaders are well-trained and equipped for their work

- Track and report on engagements in Salesforce
- Play a leading role in advancing Mass Union's Policy Agenda, staff our Policy Committee, represent Mass Union in coalitions, and speak publicly on behalf of tenants as needed
- Provide written communications for various stakeholders such as funders, the public, and tenants
- Assist in the creation of curricula and facilitate trainings as needed
- Assist in the creation and advancement of Mass Union's fundraising strategy
- Other duties as assigned.

Requirements and Qualifications

- Minimum of a bachelor's degree or equivalent.
- Minimum of eight (8) years of related experience in organizing, advocacy, nonprofit leadership, or program management. Strong candidates will also have experience in policy analysis, public speaking, facilitation, curriculum development (popular education), and/or fundraising.
- Prior leadership role within a small non-profit environment and supervision experience preferred.
- Grassroots based theory of change, commitment to social justice and the mission of our organization required.
- Excellent written and verbal communication skills required. Bilingual/bicultural strongly preferred - Spanish, Haitian Creole, Cantonese, Mandarin, Portuguese or other.
- Demonstrated competency in Microsoft applications (Outlook, Word, Excel, PowerPoint) required. Database experience a plus.
- Overall professional presentation including reliability, self-motivated, professional demeanor, maturity, ability to maintain confidentiality and demonstrate effective interpersonal skills in working with difficult and/or challenging situations.
- The position is a hybrid role.
- Some statewide travel required.

How to Apply: Please email njones@insourceservices.com with your resume and cover letter. Applications will be accepted on a rolling basis.