



Job Title:

Resident and Community Engagement (RACE) Program Manager

Department: R&CE

Reports to: Director of Resident and Community Engagement

FLSA Status: Exempt

About Dorchester Bay Economic Development Corporation (DBEDC)

DBEDC is a Community Development Corporation (CDC) and a certified Community Development Financial Institution (CDFI). Founded in 1979, we work to build a strong, thriving, and diverse community in Boston's North Dorchester and Roxbury neighborhoods. We develop, preserve, and sustain affordable rental and ownership housing. We lend capital to and coach small businesses and prepare job seekers for well-paying, sustainable employment. We stabilize tenancies and foster community leadership. We're focused on equitable development without displacement and providing opportunities for economic mobility.

We are one of Boston's legacies and most established community development organizations, with an annual operating budget of approximately \$11 million and a staff of 32.

About the Role

Are you passionate about community engagement? Do you have experience with developing programs? Do you have a desire to help others improve their overall well-being? If so, this might be the perfect opportunity for you!

DBEDC is seeking a **Resident and Community Engagement (RACE) Program Manager** to support residents and deliver programs that enhance their quality of life. If you're dedicated to making a difference and have a knack for program development, we encourage you to apply!

What you can expect to do in the role:

- Develop partnerships and collaborate with internal and external stakeholders to identify program needs and opportunities.
- Develop, implement, and track programs, plans, and activities that foster community-building among residents at DBEDC serviced properties and the neighborhood-at-large including:

Family Self-Sufficiency (FSS) program, facilitating support groups and social gatherings, and civic engagement activities

- Monitor program outcomes, evaluate their effectiveness, and report on program performance to the organization's leadership and stakeholders
- Manage grants including developing and implementing work plans, tracking progress toward grant deliverables, and contributing to grant reporting
- Support the Director with managing program budgets and ensuring financial accountability
- Support fundraising by contributing to ideation, program design, and grant writing in collaboration with the Director of Resident and Community Engagement and the Resource Development team
- Provide guidance to other RACE team staff to ensure grant-funded programs and activities are aligned with grant deliverables and on deadline.
- Use analog and digital outreach tools (e.g., flyers, printed newsletters, posters, mailers, social media, digital newsletters, etc.) to inform the neighborhood of resources, programs, and events and to collect data to measure the impact of programs
- Enter data into CRM; provide input on system design and revisions to streamline process and workflows; and prepare and submit required reports to Director
- Recruit, train, and supervise volunteers to support programs.
- Organize and facilitate bi-monthly R&CE Subcommittee meetings.
- Perform other duties as requested.

Required Qualifications:

- Commitment to and experience working with individuals and families with low-incomes and engaging a constituency that is diverse in age, ability, and culture to support stability, community-building, and a high quality of life.
- Minimum of four years' program management or other relevant experience is required.
- Experience working with grant-funded programs is required.
- Ability to collect, track, understand data to assess and report program progress.
- Ability to meet multiple deadlines.
- Strong English language verbal and written communication skills.
- A high level of personal responsibility, motivation, nimbleness, and comfort navigating change and ambiguity.
- Can work constructively as part of a team but is also capable of working independently.
- Emotional intelligence with the ability to build strong relationships and work with people at all levels within and external to the organization.
- Ability to work a flexible schedule that will include some evenings and occasional weekends.
- Strong ability to provide and receive constructive feedback, and strong interpersonal communication ability.

- Proficiency with document processing and collaboration software like Microsoft Office Suite or Google Docs Suite.
- Ability to successfully pass a criminal background check is required.

Preferred Qualifications:

- Bi-lingual in Spanish-English, Cape Verdean Kriol-English, or Haitian Kreyol-English (written and spoken).
- Experience using a CRM like of Salesforce or similar program preferred.
- Knowledgeable on community organizing.

Other important details:

- Don't be discouraged from applying if you don't "check all the boxes." We appreciate the uniqueness of candidates, and there is no "perfect" resume!
- Salary range: \$76,500-\$86,700

Benefits

DBEDC's total compensation package features an amazing set of benefits that we considered towards the overall compensation, including:

- (5) Generous cost-sharing medical insurance packages for selection and no eligible waiting period.
- Employer-paid Dental and Vision coverage.
- Flexible Spending Account and Dependent Care Assistance Program
- Short-Term Disability, Long-Term Disability, Life and Accident Death
- Commuter Benefits Program
- Employee Wellbeing On-Demand Services
- Perks at Work Program
- Three personal days
- Four weeks' vacation
- Fifteen sick days
- Seventeen paid holidays
- Birthday leave
- Five volunteer days
- 403 (b) plan with generous employer contribution

- Flexible hybrid work environment