

Director of Community Development

Job Description

Availability: April 1, 2017

Starting Salary (contract): \$52,000 to \$58,000 a year, depending on qualifications

NATURE OF WORK:

Performs full-time professional work directing community support programming in the communities of West Lakes which currently includes MVP Families, Job Support Services. Also supports resident-led initiatives such as West Lakes News and West Lakes Partnership. Creates project goals and tracks progress towards those goals. Coordinates comprehensive community outreach efforts and manages support staff related to that effort. Builds positive relationships with families and individuals in the community. Connects families to programs and partners that can properly engage their assets and help meet their needs. Provides guidance and coaching to these partners so that their support is as dignified and helpful as possible. Recruits and manages volunteers. Organizes, plans, publicizes, coordinates, and conducts community and program related meetings.

Work is directed via an annual contract and performed under the supervision of the Executive Director of Polis Institute. Performance is reviewed quarterly through discussions and evaluations.

WORK SCHEDULE: Forty hour work week conducted primarily during normal business hours but does involve evening and weekend work based on needs and event schedule.

MINIMUM REQUIREMENTS:

Bachelor's degree in a social science related discipline plus five year's experience with Asset Based Community Development; including familiarity with Human Centered Design, Action Research, and Collective Impact. Experienced communicator. Proficient with Google Docs and Microsoft Office. **Email resume to info@polisinstitute.org.**

Organization:



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