



YOUTH MINISTRIES FOR PEACE AND JUSTICE, Inc.
Job Description
Community Development and Planning - Director

Who We Are:

Youth Ministries for Peace & Justice, Inc. (YMPJ) is a community-driven nonprofit organization that works to rebuild the neighborhoods of Bronx River and Soundview/Bruckner Boulevard in the South Bronx. YMPJ accomplishes this through its work in four areas: political education, spiritual formation, youth development, and community development and organizing by preparing community members to become prophetic voices for peace and justice. YMPJ provides outreach and direct legal and social services to low-income immigrant communities to support self-determination, in addition to leading innovative neighborhood development and planning projects that build community power, fight historic injustices, and bring about transformational change in the built environment.

Position Overview:

We seek a passionate and committed leader to head our community development and planning team and advance community-driven planning projects that address community needs.

Responsibilities:

Reporting to the Executive Director, the Director of Community Development and Planning will:

- Oversee YMPJ's portfolio of community development and planning projects including: the Soundview Economic Hub, South Bronx Waterfront Brownfields development, commercial revitalization, and more.
- Coordinate research and development for burgeoning community development initiatives at YMPJ.
- Meet and collaborate with funders and government agencies as needed.
- Coordinate tasks, activities, and communication with a diverse array of project partners, including community groups, community members, institutions, elected officials, joint venture partners, design, construction, and legal teams.
- Oversee project teaming and selection processes to bring projects to fruition.
- Advance pre-development activities and due diligence items as required
- Develop, track, and manage work plans, contracts, timelines, budgets, and schedules throughout project duration
- Represent YMPJ on alliances related to community development projects.
- Collaborate with other YMPJ Directors to ensure community involvement in community development initiatives, including the management and execution of community planning charrettes to advance community development and planning projects.
- Work with the Finance Team to develop invoices, monthly financial reports, and other fiscal documents.
- Supervise 3-5 community development and planning staff, interns and volunteers.
- Identify and pursue professional development opportunities for Community Development Staff.
- Facilitate meetings to share Community Development work with all staff and youth at YMPJ.
- Prepare and submit internal and external reports as needed or requested

Qualifications:

- Four or more years of experience in community economic development, affordable housing development or community based urban planning.
- A Bachelor's degree, Master's preferred, in urban planning, real estate development, economic development, environmental management or related fields.
- Background knowledge of green urban design, community based planning, real estate markets, and community economic development.
- Commitment to grassroots leadership in development.
- Commitment to creating community change from a faith-based framework. Background in Theologies of Liberation a plus.
- Excellent writing, communication and computer skills.
- Ability to work independently, take initiative and multi-task.
- Bilingual Spanish/English speaking and writing a plus.
- Experience working with youth and adults of color.

Benefits:

- Competitive benefits package: Incl. comprehensive Health Insurance; 40 hours/week; vacation and sick pay
- Salary – \$80,000 - \$100,000

Location + Schedule

Our team currently works on a Monday through Friday 9:00 AM -5:00 PM, in-person schedule with offices located in the South Bronx neighborhoods of Bronx River, Parkchester and Crotona Park East, etc. We sometimes run, manage, and support community-based events in the evenings or on weekends and offer flexible scheduling when team members are expected to work at those times.

Applications are due by Sunday, October 15th, 2023 at 11:59 pm EST and will be reviewed on a rolling basis.

Please submit cover letter and resume to:

David Shuffler, Executive Director

Youth Ministries for Peace and Justice, Inc.

dshuffler@ympj.org

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