

BronxPOWER

Interim Director Job Description

Bronx Power organizes poor and working class immigrants and people of color to create change in people's lives through transformative leadership development and healing trauma. We build community power and social movements to win radical change on local issues and transform broader social, political, and economic systems.

We envision a Bronx where every resident lives free from fear, violence, and oppression in healthy communities with full employment, quality education, and safe, affordable housing.

Our current work is to radically transform public education in NYC and help create schools that are the center of community, with parents and students voices at the forefront. We are working to increase direct investment in public education and decrease investment in the incarceration of youth, towards fundamentally ending the kindergarten to prison pipeline.

The Interim Director position is a temporary part time position from August 2017 – December 2017

Supervision/ Staff Management

- Supervise the work of 2 staff – parent organizer and youth organizer. This includes weekly 1-1 check-in to ensure that staff has completed work plan from previous week and support to create work plan for upcoming week, provide feedback and evaluation and set up systems to support work.
- Supervise 2 community-organizing interns, weekly to ensure they complete tasks and are working in collaboration with staff to support youth/parent committees. If have an LMSW, serve as the field instructor.
- Actively nurture a work environment and organizational culture of empowerment, collaboration, personal and professional growth, direct and transparent communication, self-care and mutual support.
- Lead bi-monthly staff meetings to encourage team collaboration, support staff development and overall organizational work.

Finance & Administrative:

- Track and monitor organizational budget, cash management and financial reporting
- Approve time sheets for staff work and ensure that payroll is submitted every two weeks, follow up work and trouble shooting on any payroll needs.
- Responsible for tracking all income from foundations and individual donors and monitor the cash flow of the organization.
- Responsible for processing all check requests and payments with board support/approval

Fundraising:

- Work with board to submit grant reports for current funding sources and any grants due between Aug – Dec 2017.
- Work with board to submit reports to current funding sources due between Aug – Dec 2017.
- Support board to successfully run 1 grassroots fundraising event

Organizing Director Overall Role

- Support organizers to provide leadership development training to build the capacity of grassroots leaders
- Support organizers to lead campaign efforts, including developing collective goals, leading strategic planning, connecting organizing work with research and public policy.
- Support organizers to build strong coalition relationships among diverse groups of organizational stakeholders and neighborhood leaders.
- Support organizers to ensure they conduct base building with community leaders, through training and inspiring leaders to do recruitment. (canvassing, meetings, tabling, phone banking, etc.)
- Support organizers with communications: Prepare messaging and talking points, write press releases, media advisories, public statements, recruit media to events, organizer press conferences, prepare press packets, write editorials and letters to the editors, write web posts and e-mail updates. Train and inspire leaders in media and communications work.
- Supporting organizers with running campaigns, to facilitate BronxPOWER leaders in a campaign planning process through trainings. (Issue cuts, power analysis, develop campaign demands, research, escalations strategies, execution of plan/tactics/strategies, etc..) Through trainings inspire leaders to facilitate the campaign development process.
- Support organizers in leadership development: Prepare and facilitate meetings, speak on behalf of BronxPOWER set-up and coordinate lobby visits, organize public events like meetings, actions, marches, rallies, etc. train and inspire leaders as they develop new skills.

Qualifications

- Commitment to BronxPOWER mission and vision, & values including racial, economic, and gender justice values and self-awareness practices.
- Experience in community organizing (3- 5 years)
- Experience supervising organizers (1-3 years)
- Experience with grant writing and reporting to foundations
- Experience with grassroots fundraising
- Working knowledge of administrative processes (payroll, budget, cash flow, etc.)
- Strong verbal and written communication skills
- Excellent people and relationship building skills
- Proficiency with Microsoft office software (Microsoft word, excel, mail, etc)

To Apply

- Send your resume and a letter of interest to angelica@bronxpower.org
- Applications due by June 16, 2017
- If you have any questions feel free to call Angelica Otero at (718) 517-1240