

Job Description

Position:	Director of Community Engagement
Reports to:	Senior Program Director
Exempt:	Yes
Approved by:	CEO
Salary:	Mid 60s-High 60s

Bridge Street Development Corporation (BSDC), an innovative and progressive community development corporation located in the historic Bedford-Stuyvesant community of Brooklyn is seeking a seasoned Director of Community Engagement

Summary: Lead and direct the day to day administration and staff of BSDC's civic and neighborhood improvement programs (community organizing, youth development and economic development) in central Brooklyn and other targeted neighborhoods. Manage the outreach and seek out private and public funding sources to enhance current programming and develop new offerings. Work closely with Senior Management to identify and develop strategic opportunities that help sustain and increase the impact of BSDC's Community Engagement programs.

PRIMARY RESPONSIBILITIES:

Supervision:

- Provide supervision of all Community Engagement staff, interns, and volunteers. This includes ensuring that their goals are accomplished on time and in the appropriate manner.
- Identify and connect Community Engagement staff to professional growth opportunities.

Program:

The Director is responsible for the design, implementation, and evaluation of programs and initiatives that meet BSDC's Community Engagement agenda. He/she completes the following tasks either directly or through others:

- Develop and direct activities that assist with neighborhood stabilization and economic resiliency. This includes BSDC's community organizing and tenant advocacy work, youth development, and economic development work. Design communication strategies to inform and connect residents to these resources.
- Design and direct leadership development initiatives and activities intended to increase the success of residents in their lives and support meaningful resident engagement. This includes resident association organizing initiatives that build the capacity of resident associations as well as the engagement of residents in BSDC's real estate projects.
- Develop and implement activities which engage residents of BSDC housing in neighborhood decision making.
- Oversee that all required community engagement information is collected and entered into appropriate Community Engagement databases. Analyze trends and develop program recommendations based on the analysis.
- Provide the guidance and support to ensure that the Community Engagement team is exceeding all of its targets.
- Complete report writing for community engagement activities and initiatives.

Organizational and Relationship Management:

- Represent BSDC at resident, neighborhood, and City and State-wide initiatives and meetings.
- Work closely with property management and other staff to identify and resolve resident issues that destabilizes tenancy
- Work with the Real Estate team and other BSDC teams as appropriate to ensure that residents of BSDC's service area are engaged and participating in the organization's work and decision making.
- Collaborate with other teams within the organization in the planning/implementing of community events and media for Community Engagement as necessary.
- Identify and apply for funding opportunities that support BSDC's Community Engagement work.

Additional Responsibilities:

- Attend and participate in departmental, organization-wide, and other meetings, including in the evening and weekends.

- Act in the best interest of BSDC's, reflecting the values of teamwork, collaboration, and mutual respect.
- Perform other duties as assigned.

Qualifications:

Experience

- Five to seven years of experience in community organizing, community planning, community relations or a related field.
- Three years management experience and ability to supervise multiple staff members, volunteers, and interns.

Skills

- Demonstrated ability to take a leadership role and plan and direct the work of others.
- Ability to maintain the flexibility necessary to adapt, respond, and meet the needs of the organization.
- Extremely organized and thorough follow through.
- Ability to take the initiative to carry assignments beyond the original instruction in anticipation of future problems or complications
- Excellent interpersonal skills and demonstrated ability to interact positively with the community and colleagues.
- Ability to work under time constraints on a variety of projects and tasks.
- Proven ability to develop, implement, and evaluate a program.
- Proven ability and commitment to provide superior customer service to racially, culturally and economically diverse communities
- Proven ability to anticipate, identify, and analyze opportunities and challenges; establish priorities, and efficiently allocate resources.
- Demonstrated ability to review and measure progress against specific criteria and to recommend enhancement or corrective action.
- Excellent verbal and written communication skills. Ability to effectively present information in writing including creating original materials.

Education

- Bachelor's degree in social work, community planning or other related fields is required. Graduate degree preferred.
- Licensed Certified Social Worker (LCSW) is a plus.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.