Job Description
Director of Community Engagement

Function: Oversee, coordinate and advance community engagement activities within diverse low-income neighborhoods using a variety of engagement tools, including the Sustainable 19125 & 19134 Initiative. Grow partnerships and resources within the Fishtown, Port Richmond and Kensington area. This position will oversee the joint efforts of the NAC, Sustainable 19125 & 19134, and Somerset Neighbors for Better Living. Will assist with oversight of Vacant Land Management programs, as needed.

Reports to: Deputy Director

Responsibilities:
- Oversee and advance overall community engagement activities within large and diverse low-income neighborhoods including the North of Lehigh Neighborhood Revitalization Plan.
- Spearhead the Sustainable 19125 Initiative, working with more than 15 city and nonprofit partners and volunteer driven actions to advance sustainability resources and capacity throughout the community. Identify and expand partnership opportunities which align with strategic direction and expand program throughout larger service area. See sustainable19125.org for more program info.
- Ensure various department contract requirements are complementary and being met including Neighborhood Advisory Committee Contracts, Elm Street, and more.
- Inform Deputy Director of grant opportunities as applicable. Work with Deputy Director to develop a long-term fundraising strategy. Help prepare grant applications as needed. Manage grant-funded projects and provide reports and documentation of services.
- Work with departmental team to advance inter-departmental operational goals and objectives including neighborhood capacity building, geographically focused strategies, streamlined neighborhood communications and data collection.
- Serve as project manager for green infrastructure projects, to be assigned as appropriate.
- Work closely with Executive and Deputy Director to strategically align Community Engagement goals with other organizational initiatives.
- Work with Real Estate Development, Housing Counseling and Economic Development teams on ongoing coordination for joint initiatives and ensure inter-departmental communication.
- Supervision and management of 4 full-time staff and volunteers.
- Other duties as assigned.

Qualifications and requirements:
- Bachelor’s degree required.
- 5 years project management experience.
- Strong management, leadership and supervision skills a must.
- Demonstrated ability to build partnerships among city, state and local agencies. Ability to understand, explain and work within city, regional and state policies.
- Development, management and financial oversight of $1 million budget.
• Experience planning, coordination and organizing multi-agency funded capital improvements.
• Ability to work independently and collaboratively, prioritize work, take initiative, manage multiple tasks and meet deadlines.
• Excellent oral and written communication, strong interpersonal skills, coalition building, social media and marketing skills. Commitment to community engagement. Spanish language proficiency a plus.

Compensation:
Competitive salary with excellent benefits including HMO health plan, long- and short-term disability insurance, life insurance, paid vacation and 403 (b) retirement plan.

Application Process: Email cover letter, résumé, and writing sample by March 1st, to Shanta Schachter, NKCDC, sschachter [AT] nkcdc.org. All candidate resumes are given due consideration and are kept on file for one year, but we cannot always respond personally due to the high volume of inquiries.