



DEPUTY DIRECTOR

Urban Edge seeks a Deputy Director to work collaboratively with our CEO to lead our organization and direct our talented Senior Management team.

The Organization

Urban Edge is one of the largest not-for-profit community development corporations (CDCs) in Massachusetts. We are located where Boston's Latin Quarter meets its historic African-American neighborhood, at the crossroads of Jamaica Plain and Roxbury, in Jackson Square. We aim to foster diverse urban neighborhoods of choice populated by resilient families and sustained by dynamic webs of community relationships. To achieve this goal: **we build** quality affordable housing for low and moderate income households; **we advise** hardworking families on homeownership, financial education, taxes, and student loans; and **we organize** neighbors to become leaders of community change.

To date, we have developed 1,500 units of affordable housing, and we maintain a portfolio of 1,369 units. Residents of our housing and our community are diverse and multilingual. More than fifty percent of the families that live in Urban Edge housing identify as Latino (55%); 37% are Black; 2% are White; and 6% fall into more than one category, or identify as "other." In 2021, we anticipate serving more than 2500 families. Urban Edge has an annual operating budget of \$5 million, and a staff of 30.

Urban Edge's CEO, Emilio Dorcely, has been at Urban Edge close to two years. Together with consultants, staff, and Urban Edge's board, he has overseen a strategic planning process, which is now moving into its implementation planning phase. The new strategic plan provides a roadmap for Urban Edge moving forward, building on our history as an innovative CDC and a leading Boston area NeighborWorks organization.

The Deputy Director

The Deputy Director will report to the CEO. They will be responsible for overseeing members of the senior management team, currently including: the Director of Community Engagement, the Director of Community Programs, the Director of Resource Development and Communications, and the Director of Human Resources and Administration. The Deputy Director will also collaborate closely with the other members of the senior management team including the Director of Real Estate and the Chief Financial Officer.

Key Responsibilities

The Deputy Director will have extensive programmatic and supervision responsibilities, including the following:

Community Programs and Community Engagement

- Oversee Urban Edge's community engagement and community programs to ensure high performing and impactful programs and effective resident and neighborhood organizing.
- Develop and strengthen the organization's ability to create and implement effective programs and initiatives with measurable outcomes.
- Create and strengthen relationships and partnerships that support and enhance Urban Edge's community programs and community engagement activities.

Fundraising, Marketing, and Communications

- Oversee the development of a multi-year fundraising plan that supports existing program activities as well as anticipated activities. The fundraising plan should allow for special efforts such as fundraising to carry out the new strategic plan and strategies to maximize the opportunity created by the Community Investment Tax Credits. Work with the board, senior staff and resource development staff to implement the plan.
- Lead the design and integration of a strategic communications plan that builds on Urban Edge's brand identity, to broaden awareness of and support for its programs and priorities while increasing visibility across key stakeholders. Oversee organizational response to media inquiries.
- Collaborate with the Resource Development and Communications Director to design and implement Urban Edge's annual fundraising event. Meet financial, social and marketing goals. Recommend other special events that will increase Urban Edge's impact and broader awareness of its programs and activities.

Human Resources

- Oversee management of the office to reflect a welcoming, safe and productive environment for neighbors, staff and board.
- With the senior staff team, promote a culture of excellence that is committed to service, entrepreneurship and fun. Annually review policies and procedures to ensure that they are current and effective in attracting and retaining appropriate professionals for Urban Edge. Develop activities that reinforce cohesiveness across staff and board including all-staff meetings.
- Lead the development and implementation of an information technology plan, describing in detail the philosophy, systems, standards, policies and practices required for Urban Edge to maintain efficient technology that supports Urban Edge's programs and administration. Update the plan annually.

Organizational Management/Governance/External Representation

- Provide supportive and effective supervision to staff. Establish performance goals with staff on at least an annual basis and evaluate senior staff performance regularly to ensure that they

are meeting organizational and professional goals. Develop and implement strategies to coach, lead, and direct high-performing staff from diverse backgrounds.

- Attend all Board meetings as well as Executive Committee meetings. Attend other Board committee meetings as requested.
- Consult with the CEO regularly on organizational strategy and impact.
- Play a leadership role in implementation of the strategic plan.
- Represent Urban Edge at neighborhood, city, and state-wide meetings as requested.
- Establish and maintain effective relationships with key groups, organizations, and stakeholders in order to maximize resources available for Urban Edge.
- Create systems and structures that result in the seamless integration of Urban Edge's multiple departments.
- Other duties as assigned.

Qualifications

The Deputy Director will be an enthusiastic self-starter who thrives in a fast paced, mission-driven environment. They will embrace the challenges and opportunities of this position, and bring many of the following skills and qualifications:

- At least ten years of experience in community development, affordable housing development, nonprofit management or a related field.
- At least five years of staff supervision or coaching.
- Master's degree in planning, public administration or a related field preferred; additional years of experience can be substituted for degrees.
- In depth understanding of community development in Massachusetts, including relationships with local and national funders, government officials, and partner organizations preferred.
- Ability to manage multiple priorities in a positive and productive manner.
- Ability to motivate and inspire others to work effectively and collaboratively.
- Strong English language written and oral communication skills, and ease speaking before a wide range of audiences.
- Comfort using technology and social media.
- Some experience with strategic planning and change management preferred.

- Experience and comfort working in a multilingual and multicultural community-based environment.
- Spanish language skills a plus.

Application Information

Submit your letter of interest and resume in confidence to <http://annsilverman.com/urban-edge-deputy-director/>. Questions can be addressed to jobs@annsilverman.com.

Urban Edge is an Equal Opportunity and Affirmative Action Employer. We encourage applications from candidates with diverse backgrounds and cultures. We offer a competitive salary in the low to mid hundred thousands, and excellent benefits.

Employment is contingent on a background check. All candidates must have legal authorization to work in the U.S.