



ASSISTANT DIRECTOR, RESOURCE DEVELOPMENT AND COMMUNICATION

POSITION SUMMARY

The Assistant Director, Resource Development and Communications reports to the Executive Director, and will be a member of the senior leadership team.

The individual in this position will be responsible for four interlacing areas: (1) fundraising from foundations, corporations, governmental agencies, and individuals; (2) directing external relations and communications to promote the organization's initiatives; (3) coordinating internal communications and ensuring the rapidly evolving work of the agency is understood across departments; and (4) strategic development and management of special ED-initiated projects. This last area may involve conducting research, attending community meetings, and synthesizing conversations to record next steps for the ED. These special projects will often require fundraising in their early stages and will be a focus of external communications to generate momentum. Ultimately, the Assistant Director, RD&C will oversee transfer of the project to other staff as appropriate.

The Assistant Director, RD&C will retain and supervise the work of as-needed consultants, such as graphic designers, photographers, social media developers, and event planners.

ABOUT ONE|NB

Our Mission is to Develop Affordable Housing and Engage Neighbors across Greater Providence to Cultivate Healthy, Vibrant, and Safe Communities.

STRATEGIC DIRECTION

Over the next three years, we will accomplish our mission through:

- ***Robust Housing Development and Quality Real Estate Management***

ONE|NB will expand the availability of affordable, high-quality homes through the production, preservation, and acquisition of residential and mixed-used properties within our historic home of Olneyville and across greater Providence.

- ***Addressing Root Causes of Health Disparities***

ONE|NB will engage residents and community-based organizations in our four central Providence neighborhoods to generate the social and economic conditions that prolong life expectancy and work to eradicate systemic barriers that lead to health disparities.

- ***Embracing Innovation and Building the Community Development Field***

ONE|NB will emerge as a thought leader in the field by distilling the lessons learned from developing and managing housing and convening residents and community organizations. We will participate in local and regional community development conversations, produce research and case studies, and amplify the impact of our community partners.

At full complement, ONE|NB has 19 full-time equivalent team members. ONE|NB is a NeighborWorks America charter member and is governed by an active Board of Directors consisting of ten members. The organization's annual operating budget is \$2.7 million, of which \$1.5 million is raised annually from government agencies, private foundations, corporations and individual donors.

CURRENT PROGRAMS/PROJECTS

REAL ESTATE DEVELOPMENT

Residential

ONE|NB has developed over 500 affordable homes in historically-disinvested Providence neighborhoods since 2000. The agency presently owns 374 apartments, providing high-quality, affordable housing for Rhode Island families, including individuals who have experienced homelessness. ONE|NB has completed 10 Low-Income Housing Tax Credit projects, totaling over \$100 million of investment.

Commercial

ONE|NB has developed more than 50,000 square feet of commercial space currently leased to twelve local businesses and community-based organizations – supporting entrepreneurs, artists, and child development agencies. The agency is currently constructing an 8500sf Head Start center that will open in the summer of 2021.

New Projects

ONE|NB's current development projects include: King Street Commons – a \$17 MM project consisting of 30 new, affordable apartments that will replace a blighted and environmentally-contaminated site along with the preservation and recapitalization of 32 existing homes; Sheridan Small Homes - a five-unit affordable, zero-energy condominium development adjacent to the neighborhood's park and bike path; Manton Live/Work Townhomes - four innovative mixed-use properties along the neighborhood's commercial corridor with a living space, personal work-studio, and attached rental apartment; and Delaine Street Apartments – an eight-unit rental project that will replace three nuisance and abandoned properties with new housing for low-income families.

COMMUNITY BUILDING

Health Equity

ONE|NB leads the Central Providence Health Equity Zone charged with reducing health disparities through place-based interventions in Olneyville and three adjacent Providence neighborhoods. The agency also manages a Community Health Worker Registered Apprenticeship program with five other local employers through which community members connect their peers to health and social services, provide social support, and promote self-advocacy.

Community Organizing

ONE|NB believes in the importance of meaningful resident engagement in community-building efforts. The agency is the convener of The Collaborative, a coalition of over 25 neighborhood organizations. The Collaborative hosts several annual projects including a community festival, a neighborhood clean-up, and a neighborhood newsletter. We also work with residents through the Homeowner's Club to improve awareness of key community resources/events, identify and encourage advocacy around issues impacting residents, and provide valuable training opportunities to increase residents' sense of being agents of change.

Strengthening Community Institutions

ONE|NB works closely with local service providers to connect individuals with vital resources to improve community health, education, and safety. In summer 2019, ONE|NB received an award through the RI Department of Education for the 5-year renewal of William D'Abate Elementary School's afterschool and summer enrichment programming. This 21st Century Community Learning Center, a collaboration with Brown University's Swearer Center, is intended to help students build academic skills and develop socially and emotionally, while teaching the value of responsible decision-making and critical thinking. Additionally, in June

2019, ONE|NB launched the Central Providence Healthy Aging Network, a membership “Village” designed to equip older adults with tools to age-in-community.

KEY RESPONSIBILITIES

- 1. Grant Research and Proposal Writing:** Identify opportunities to maximize foundation grants and government contracts, including research to identify new institutional partners. Responsible for helping Executive Director to conceive of narrative thesis, independently drafting required proposals and all proposal components, and ensuring proposals are submitted in accordance with requirements.
- 2. Donor Relations and Stewardship:** Cultivate and nurture relationships with current and potential corporate and individual donors. Develop and grow the existing donor base, increase the number of donors and evaluate the capacity giving of existing donors. Strong focus on corporate giving.
- 3. Marketing/Public Relations:** Oversee a communications and marketing plan that clearly articulates the strategic message for the organization. Oversee the development of collateral materials for ONE|NB; ensure all publications are compelling, relevant, and accurate to move the organization’s mission strategically forward; establish/maintain positive relationships with media contacts; coordinate the strategic placement of foundation-related stories and program coverage across all media platforms; manage organization website; implement strategies surrounding social media; and provide messaging support for all staff and board.
- 4. Donor Management and Reporting/Metrics:** Confidentially manage donor information and maintain all records. Acknowledge all gifts and pledges in a timely and professional manner. Manage all donor reports, mailing and metrics through the organization’s CRM. Appropriately correspond with grantors, including preparing interim and final narrative reports.
- 5. Events:** Lead the identification, planning and execution of all ONE|NB events. These events are infrequent and for fundraisers, the agency will hire an event-planner. The Assistant Director of RD&C will engage the board directors and community partners as appropriate. Events will fall within two categories: (1) publicity – these include ground-breakings, ribbon-cuttings, press events, educational forums, etc. and (2) fundraisers – these include cocktail receptions, evening parties, etc.
- 6. Special Projects and Internal Communications:** Work alongside the Executive Director to cultivate new programmatic opportunities and assist with inter-departmental communication related to new and existing work.

QUALIFICATIONS

The successful candidate will be self-directed, highly-organized, exceptional writer who is committed to the vision and values of ONE|NB. In addition, the following standards will generally define the successful incumbent:

- Minimum of 5 years of related professional experience;
- Enjoys fast-paced work environment and collaborating with a broad diversity of staff and partners;
- Skilled at multi-tasking;
- Highly adaptable and comfortable with ambiguity in the workplace;
- Good sense of self and strong personal presence;
- Willingness to work hard and take direction—but also creatively solve problems for which the answers aren’t always obvious; and
- Knowledge of ONE|NB and key stakeholders desirable, but not essential.

The DRDC will be required to work a full-time schedule with some flexibility required on nights and weekends. ONE|NB offers a robust benefits package (including health, dental, and vision insurance), a retirement plan with matching contribution, a generous allotment of paid holiday and personal/vacation time, flexibility to

occasionally telecommute from home, and an inspiring & innovative organizational culture. Salary is commensurate based on experience.

ONE|NB is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.