



## Position Announcement

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Organization: ONE Neighborhood Builders

Title: Managing Director

Reports to: Executive Director

### Summary:

ONE Neighborhood Builders (ONE|NB) is seeking a high-energy, proactive, mission-driven Managing Director to lead the day-to-day operations of a new multi-partner and multi-sector initiative to build economic opportunity in Central Providence.

This initiative is a two-year, intensive effort aimed at creating sustainable and replicable place-based progress through the collaboration of community, philanthropy, and government. It includes emphases on housing, childcare, public education, business development, workforce development, and community health. Work will focus on the 02908 and 02909 zip codes in Providence, with policy and systems support statewide. We hope to leverage what we learn during this grant to support other communities.

The incumbent will be the go-to person for the place-based components of the project, coordinating people, processes, and resources to ensure that we are delivering on the full potential of this initiative. Ongoing coordination and communication will be key to keeping partners involved and on board for the duration of the project (and beyond).

### Organizational Background:

ONE Neighborhood Builders (ONE|NB) is a community development corporation founded in 1988 to promote the comprehensive revitalization of neighborhoods in Providence, RI. Our mission is to develop affordable housing and engage neighbors across Greater Providence to cultivate healthy, vibrant, and safe communities. We accomplish our mission through robust housing development and quality real estate management, addressing root causes of health disparities, and embracing innovation and building the community development field. ONE|NB is the convenor, or “backbone,” for this initiative and will establish the strategic direction and milestones in concert with a multi-sector governance council.

### Responsibilities:

The Managing Director will work closely with the ONE|NB Executive Director and the initiative’s governance council to:

- Lead community assessment processes; research and distill national best practices in transformational place-based community development; and review all predecessor neighborhood plans to understand context and landscape.
- Conceptualize and recommend program and policy interventions.
- Identify, cultivate and manage partnerships to drive interventions forward.
- Develop and oversee implementation of a detailed workplan and schedule, including benchmarks and milestones.
- Champion the initiative and through diplomacy and competent leadership, ensure internal (ONE|NB peers) and external (partner organizations as well as public sector agencies) partners accept accountability and deliver timely and exceptional-quality workplan results.
- With ONE|NB's Director of Finance, administer and track grant budgets, and ensure the timely and accurate preparation of required reports and statistics.
- Serve as ONE|NB's liaison with the external evaluator and support a robust evaluation of the project.
- Embrace a data-driven approach to the work and an ethos of continuous quality improvement; be comfortable utilizing ONE|NB's CRM and data visualization tools (Unite US, Salesforce and Tableau).
- Provide customized project updates (written and oral) on a consistent basis to various stakeholders about strategy, activities, progress, and learnings.
- Intensively collaborate with ONE|NB's Community Building department that is comprised of seven staff members who convene three overlapping collective-impact initiatives: the Central Providence Health Equity Zone, the Central Providence Collaborative, and Central Providence Conquers Covid-19. The Community Building team leverages the work of a robust network of community partners that includes 12 community health workers, an school-based afterschool program, and a "Village" to support healthy aging.

### **Qualifications:**

The Managing Director must be enthusiastically committed to the vision of ONE|NB and to the people of Central Providence. The ideal candidate will possess the following experience and attributes:

- Bachelor's degree and at least 10 years of related professional experience, or advanced degree and at least 7 years of related professional experience.
- Proven ability to manage community-oriented projects according to outlined scope, budget, and timeline, and proven ability to adapt when things go off-plan.
- Proven ability to solve problems creatively, build consensus, and delegate effectively within a collective impact structure or matrix-style governance model.
- Highly-developed communications skills and interpersonal savvy.
- Exemplary project management skills.
- Able to successfully navigate within varying degrees of ambiguity in a fast-paced environment.
- Willingness to work hard and take direction—but also creatively and independently solve problems for which the answers are not obvious.
- Extremely resourceful, experience with managing complex budgets.
- Experience seeing projects through the full life cycle.
- Personal qualities of humility, capacity for self-reflection, and a sense of humor.
- Comfortable working across cultures.
- Multi-lingual candidates are preferred.

The Managing Director 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 telecommute from home, and an inspiring & innovative organizational culture.

ONE|NB works to dismantle all forms of discrimination. We fight the systems that oppress people from a vast range of identities and experiences. Cultivating a team that embodies the diverse experiences of Central Providence communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and bicultural individuals; people with disabilities; members of LGBTQQ+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

**To apply:**

Submit resume and thoughtful cover letter via email to ONE|NB executive director, Jennifer Hawkins ([hawkins@onenb.org](mailto:hawkins@onenb.org)) by October 31, 2020.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.