



## **Assistant Director of Place-Based Programs**

### ORGANIZATIONAL OVERVIEW

The mission of ONE Neighborhood Builders is to develop affordable housing and engage neighbors across greater Providence to cultivate healthy, vibrant, and safe communities.

Over the next two 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 Central Providence 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 22 full-time 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 \$3.5 million, of which \$2 million is raised annually from government agencies, private foundations, corporations and individual donors.

### POSITION DESCRIPTION

The Assistant Director of Place-Based Programs position is a full-time, exempt position that reports to the Director of Strategic Initiatives. The position requires some flexibility to work evenings and weekends. The Assistant Director of Place-Based Programs leads the Community Building department which is currently comprised of six staff members (Community Health Worker Supervisor, two Community Health Workers, Health Equity Project Manager, Community Organizer, and the Assistant Director of Place-based Programs) and a fluid number of interns.

The Assistant Director of Place-Based Programs will establish and implement the agency's strategic direction within the Community Building department and ensure the work of this department is fully integrated with, and uplifts, the agency's other comprehensive community development efforts.

The Community Building department is focused on improving the Social Determinants of Health (SDOH) in Central Providence; this area is defined as the nine neighborhoods in the 02908 and 02909 zip codes. ONE|NB has identified economic opportunity as the most salient SDOH and seeks to build economic opportunity through increased affordable housing, increased access to high-quality childcare, increased wages and skills for local residents, and increased food security and other essential needs.

ONE|NB serves as the convener for three overlapping place-based initiatives. The Community Building department is an important vehicle for accomplishing ONE|NB's "backbone" responsibilities.

(1) The *Central Providence Collaborative* has been in existence for over 15 years. There are over three dozen community-based organizations, local businesses, residents, and elected officials that work together to improve conditions in Central Providence neighborhoods. They share resources, plan community events, and generally support one another's missions. The Health Equity Manager facilitates the Collaborative.

(2) The *Central Providence Health Equity Zone* (CP-HEZ) is charged with developing and implementing a collective impact plan to address the root causes for health disparities in Central Providence. There are over one dozen sub-recipient partner organizations that perform a range of activities that promote economic opportunity. Essential to this work is the Community Health Worker (CHW) cohort. ONE|NB sponsors the CHW Registered Apprenticeship program, of which there are currently 14 CHW's engaged. The Health Equity Manager convenes the CP-HEZ with strategic direction from the Assistant Director of Place-Based Programs.

(3) *Central Providence Opportunities* (CPO) is a long-term overarching initiative that builds upon these predecessor efforts, working across the education, economic development, housing, and workforce development sectors, with resident leaders, to generate social and economic mobility for Central Providence residents. Economic mobility is the likelihood that children achieve a higher standard of living than the household in which they were born. CPO operations are led by ONE|NB's executive director.

The Assistant Director of Place-Based Programs, Health Equity Manager, and the Community Organizer are members of the CPO Coordinating Committee. The Assistant Director of Place-Based Programs fulfills an important role of ensuring the Community Building department is fully apprised of CPO efforts and vice-versa.

#### RESPONSIBILITIES:

##### **I. Department Leadership**

- Establish ambitious and clear goals and objectives for Community Building department in alignment with the agency's strategic direction and in concert with the Director of Strategic

Initiatives. Ensure these goals are realized by helping to remove barriers and introducing necessary supports (i.e. staff, funding, partnerships, tactics, etc.).

- Integrate the newly created Community Organizer position into the Community Building department and their talent is fully engaged.
- Ensure the department elevates community voice and advocates for community ownership of solutions in all facets of its work.
- Evaluate new opportunities to achieve the agency's mission and elevate innovative approaches and solutions to the Executive Director and senior leadership team.

## **II. Staff Management and Project Management**

- Directly supervise the Health Equity Project Manager, Community Organizer, and the Community Health Worker Supervisor, and indirectly supervise two Community Health Workers and varying number of interns.
- Through support and delegation, ensure the work product and productivity of the Community Building team is exemplar.
- Provide hands-on, detailed project management for new initiatives; provide train and coaching to the team so that they are able to embrace new work as it arises.
- Establish program policies and procedures to ensure projects are managed effectively and according to grant objectives.

## **III. Resource Development**

- Work with the Finance department to develop budgets and track expenses according to budget.
- Serve as primary point of contact for all Community Building departments grants and assist in stewarding these funder relationships.
- Work closely with Director of Policy, Communications and Fundraising on Community Building grant proposal submissions and external communications.
- Bring innovative fundraising and communications suggestions to the Director of Policy, Communications and Fundraising.

## **IV. External Relations**

- Represent ONE|NB on a range of committees and continuously work to extend the agency's reach and relationships.
- Organize and facilitate a variety of platforms to elevate community voice – including surveys, focus groups, one-to-one interviews, virtual meetings and so forth.
- Present at conferences, participate in media stories, serve as guest speaker at university courses, lead RI Department of Health workshops, and etc.

## **V. Innovation**

- ONE|NB is a responsive and growing organization. As a result, we readily embark on opportunities to pilot a new concept or bring an emerging concept to scale. The Assistant Director of Place-Based Programs will play an essential role in helping to cultivate a spirit of innovation and learning to all segments of the agency.

### QUALIFICATIONS

The Assistant Director of Place-Based Programs 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 required, Master's degree in Public Administration, Public Policy or Public Health preferred.
- At least six years of related professional experience.
- Experience supervising and motivating employees to realize their full potential.
- Proven ability to manage community-oriented projects according to outlined scope, budget, and timeline, and proven ability to adapt when things go off-plan.
- Experience with developing and implementing multi-year logic models and developing annual workplans to advance these logic model.
- Superior communications skills and interpersonal savvy with diverse groups; comfort with making presentations to large (20+) groups of people.
- 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.
- Comfortable working across cultures.
- Pre-existing relationships with Rhode Island community development and/or community health stakeholders, strongly preferred.

### COMPENSATION

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. The starting salary range for this position is \$60,000 to \$75,000, commensurate with experience.

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.

### APPLICATION INSTRUCTIONS

Submit cover letter and resume to Belinda Phillipe, Director of Strategic Initiatives, at [phillipe@onenb.org](mailto:phillipe@onenb.org) by April 14, 2021.