



## **Resources for Community Development Job Announcement**

Position: Community Development Project Manager  
Location: Berkeley, CA  
Status: Full time, exempt  
Salary: Commensurate with experience  
Job posting date: January 15, 2016

### **About RCD**

Resources for Community Development (RCD) is a leading regional nonprofit developer and owner of affordable housing in the San Francisco Bay Area. RCD's mission is to create and preserve affordable housing for people with the fewest options, to build community and enrich lives.

Since RCD was established in 1984, our company has developed or preserved over 65 communities that provide affordable, high-quality, and service-enriched affordable rental housing to over 2,200 low-income households throughout the Bay Area. Through a robust pipeline, RCD is actively growing. RCD strives for excellence, and we are seeking an outstanding candidate to join our team.

### **RCD's Community Development Initiative**

As a key element of our recently completed strategic plan, RCD is starting a Community Development Initiative. The Initiative will examine and support RCD's readiness to provide comprehensive community programs to all residents of neighborhoods where RCD operates affordable housing, beyond the residents of the housing projects themselves. The goal is to focus RCD's community development efforts in a small number of neighborhoods, which will allow for the maximum positive impact on the quality of residents' lives through broader community programs and partnerships.

### **Major Job Responsibilities and Duties:**

The Community Development Project Manager (CDPM), under the direction and supervision of RCD's Executive Director, will have responsibility for analyzing whether RCD should undertake comprehensive community development in at least one neighborhood in which RCD has previously developed affordable housing. The CDPM will lead the selection of the first neighborhood, guide the planning of projects and programs in that community, shape the initial implementation of these activities, and engage and involve partners and residents in all of the work. RCD's longer run plan, if work at a first site shows value, is to select at least a second neighborhood for community development work and involve the CDPM in repeating the process.

### **Feasibility Stage**

- Develop criteria for the decision to proceed with the community development initiative and for selection of a first neighborhood.
- For the set of candidate neighborhoods, develop the information needed to assess each according to the criteria established, including information about basic socio-economic

conditions, assets enjoyed and challenges faced by the communities, potential for partnerships and resident involvement, and access to key funding and other supportive resources.

- Review models and frameworks of existing comprehensive community development initiatives. For a narrowed set of candidate neighborhoods, develop/select a preliminary theory of change or model to be used to guide potential plans and strategies.
- Work with RCD staff toward a recommendation to the RCD's Board of Directors of preferred community development neighborhood(s).
- Promote and support collaboration and alignment of all RCD departments with the community development effort.
- Prepare a report to the Board for designation of the selected target neighborhood, including a description of the community nominee in terms of the selection criteria, and assist in presenting it.

### ***Planning and Implementation Stage***

- Lead the preparation of a plan of projects and programs for revitalizing the selected neighborhood, with involvement of residents and potential partners and other decision makers.
- Select a first short-term project or program and guide its implementation.
- Identify the set of roles RCD will play directly in implementing the community development effort, and the roles to be played by partners in program and project implementation.
- Identify key partners in the neighborhood's revitalization and attract and broker their participation as primary delivery agents of the community development work.
- Develop, manage, and oversee contracts with activity-provider partners.
- Assess needed financial and other resources for the initiative and, in collaboration with RCD's Fund Development Department, research and identify potential public and private sector sources for providing them. Prepare appropriate proposals and applications for funding and build relationships with key funders.
- Devise and implement a structure for participation in planning and implementation by residents, partners, and other stakeholders.
- Devise an evaluation plan and metrics to measure the community development effort's progress and impact and implement the plan directly or through partners and consultants. Ensure the successful collection of evaluation data, through program partners and residents.
- Use the evaluation information to improve program and project impact and identify gaps in the community development plan, working with partners and residents.
- Prepare periodic reports to RCD management and Board of Directors on progress and neighborhood impact of the initiative.
- Prepare occasional reports and communications to outside parties, including funders and other actors in the community development field, in support of the community development effort.

### **Qualifications:**

Qualified applicants should have at least three years of progressive experience in the field of community development or a combination of fields contributing to community development, including affordable housing, economic and workforce development, social and human services, public health, community organizing, and city planning. The position requires ability to lead the planning and implementation of a multi-element program of community improvement and to build and maintain strong relationships

among diverse stakeholders in support of this goal. The ideal candidate has a desire to strengthen historically underserved communities and expand opportunities for their disadvantaged residents.

The applicant should have demonstrated experience and/or abilities in the following areas:

- Taking initiative and working independently
- Strong organizational skills and an ability to juggle and prioritize multiple responsibilities
- An entrepreneurial approach to work, able to recognize and exploit connections between the components of a complex field such as community development, to attack community challenges from multiple directions, and to take leadership and considered risks
- Relationship-building and relationship-managing, with the interpersonal skills to strengthen and maintain collaboration among diverse stakeholders including residents, program partners, and public and private decision-makers
- Flexibility, resourcefulness, creativity, and sound critical thinking skills
- Comfort with ambiguity and uncertainty
- Clear and effective oral and written communication and listening skills
- Ability to lead planning of a multi-pronged initiative
- Ability to work collaboratively with a dynamic team of colleagues and partners and to accept constructive criticism
- Knowledge of principles of community organizing
- Availability to work some evenings and weekends.

**Desirable**

- Knowledge of program monitoring and evaluation systems

**Education:**

Minimum: Bachelor's degree in Urban Studies, Economics, City Planning, Social Welfare, or related field, or equivalent combination of education and/or experience.

Desirable: Master's degree in City Planning, Social Welfare, Public Health, Public Policy, Business, or related field.

**Work Environment:** Majority of time spent in a sedentary office environment.

**Travel Requirements:** The responsibilities of this position will require travel to off-site locations.

**Physical Requirements:** Must be able to communicate clearly, both verbally and in writing. Must be able to lift twenty (20) pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Application Procedure and Salary:** Applicants should send a cover letter, resume AND salary requirements via e-mail to [careers@rcdhousing.org](mailto:careers@rcdhousing.org). Please reference "Community Development Project Manager" in the subject line. Applicants with suitable experience and/or skills will be contacted for interviews. Compensation is negotiable depending on experience and qualifications. RCD offers competitive benefits including: paid vacation and sick leave; health, dental, vision, life and long-term disability insurance; pre-tax flexible spending and commuter check plans; and employer contributions to a retirement savings plan. No calls please.

RESOURCES FOR COMMUNITY DEVELOPMENT IS AN EQUAL OPPORTUNITY EMPLOYER