



community development partnership

## **Job Opportunity Community Organizing Manager**

### **Description of Employer**

The Community Development Partnership leads the Lower Cape in building a diverse year-round community of people who can afford to live, work and thrive here. To accomplish our mission, we promote, develop and manage affordable housing; nurture the launch and growth of small businesses; and facilitate collaboration with business, non-profit and government partners.

Achieving our mission requires several strategies and a range of programs. Our work starts with creating affordable homes—so essential to a healthy economy, but a challenge in communities like ours where seasonal and vacation dynamics drive the market beyond the reach of many who live and work locally year-round.

We also work to launch entrepreneurs and strengthen local businesses. We believe a vibrant future depends on sustaining traditional industries and inspiring new ones—especially when they are based on renewable natural resources such as fishing and farming.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities.

Based in Orleans, MA, the CDP has an annual budget of \$3.9 Million funded through government and foundation grants, contributions from individuals and businesses, and earned revenue. A staff of seventeen professionals is charged with delivering the organization's programs and the organization is governed by a 16-member Board of Directors comprised of business and community leaders.

### **Job Opening: Community Organizing Manager**

**Status: Full-time Exempt Position (37.5 hours/week)**

**Time Frame: Review begins May 9, 2023, position open until filled**

### **DESCRIPTION**

The Community Organizing Manager will primarily work within a Housing Advocacy team to conduct outreach, base building, training, education and leadership development among our Lower Cape community residents for the main purpose of increasing housing opportunities in the region. The Housing

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Advocacy team currently includes a Director of Housing Advocacy, a Housing Advocacy Program Manager and a second Community Organizing Manager. The Community Organizing Manager will work with our housing development team to assist with community engagement, as needed. Additionally, the Community Organizing Manager will work with our Development & Communications team to assist with the design of our in-house campaign to build public support for housing.

The Community Organizing Manager reports to the Director of Housing Advocacy. The Community Organizing Manager will work from the CDP's office at 260 Cranberry Hwy, Orleans, Massachusetts. Opportunities for remote work of up to 3 days per week are available and subject to approval by the position's supervisor. This is a Full-Time Exempt Position (37.5 hours/week).

**Our Ideal Candidate:**

This is a public-facing position, and the candidate should be a confident public speaker and facilitator who is energized by building visibility and relationships in the community. Our ideal candidate will be an energetic, collaborative and dependable team player who is passionate about the work and enjoys coming up with innovative ideas as well as overseeing existing initiatives. Candidates should be able to relate well to multiple stakeholders and be a strong writer and communicator. In addition, they should be creative, flexible, able to think creatively, and able to transition creative solutions into reality. This is an opportunity to expand an already successful, visible and highly valued program within the CDP and have significant long-term impact on the Lower Cape.

**Specific duties will include but not necessarily be limited to:**

- Co-manage the Lower Cape Housing Advocacy Program within a Housing Advocacy team
  - Launch and nurture town coalitions that advocate for the needs of year-round residents, especially regarding housing opportunities.
  - Find and develop community leaders who advocate for LMI (low-to-moderate income) year-round residents.
  - Develop and implement campaigns in coordination with the Housing Advocacy team
  - Provide staff support to resident and community groups and gather ongoing feedback from community stakeholders to ensure organizational programming is responsive to the needs of our communities.
  - Help with managing external communications including monthly newsletters, website updates, social media content, press releases, and printed communications.
  - Build the leadership capacity of Lower Cape residents by conducting one-on-one's, strategy meetings, and connecting residents with leadership opportunities.
  - Participate in Lower Cape organizations and coalitions with compatible goals and values, including planning and advocacy for the preservation and development of affordable housing.

- Build connections between the CDP and the communities we serve, with special focus on developing relationships with communities of color and immigrants.
- Network with other groups that are organizing pro-housing campaigns on the Cape and in MA.
- Maintain updated statistics about resident involvement in advocacy using our online database.
- Collaborate with other CDP departments such as property management and housing development to ensure overlapping initiatives are strategically aligned.
- Design and implement community engagement strategies to support housing development projects.

### Skills and Experience

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can **demonstrate a majority of the qualifications and experience** listed below.

#### Ideal

- 1-3 years of experience in community organizing, leadership development, or affordable housing.
- Ability to develop leadership skills, particularly within communities of color and new immigrants.
- Deep commitment to social justice and anti-oppressive practices.
- Experience with community engagement.
- Sense of humor, integrity, personal sense of accountability.

#### Required

- Must have a valid driver's license.
- A passion for the CDP's mission along with knowledge of affordable housing and community development issues on Cape Cod.
- Flexibility to work some evening and weekend hours.
- Strong written and verbal/public speaking skills.
- Self-directed, organized, and ability to work efficiently and meet deadlines while working remotely and on multiple projects concurrently.
- Highly personable, enjoys talking to people, has great listening skills, builds trust.
- Able to assess and navigate formal and informal power systems to build community power.
- Strong organization, prioritization, and tracking skills.
- Bachelor's Degree preferred; minimum Associate's Degree required.
- Excellent computer skills and a high level of proficiency in Microsoft Office (Word, Excel, Power Point, Outlook 365), Zoom video conferencing.

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**Compensation:** Salary range is \$60,000 to \$63,000 annually. The CDP also provides a generous package of benefits including vacation, sick time, retirement benefits and flexible spending accounts for healthcare and dependent care expenses. Staff enjoy flexibility in their work hours and working location if organizational needs are met.

The CDP is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.

**To Apply:** Please submit a cover letter summarizing your professional experience as it relates to the job description, followed by a resume, combined into a single PDF. Email your PDF to Andrea Aldana, E: [Andrea@capecdp.org](mailto:Andrea@capecdp.org). Include “Community Organizing Manager” in the subject line. References may be requested. Review begins May 9, 2023. Position open until filled.