



## Executive Director Position Description

### Our Vision

Oakdale Neighbors seeks to help create a neighborhood of vitality and grace by discovering, developing, and connecting neighbors' skills and resources. We envision a neighborhood in which all parts—individuals, families, blocks, churches, schools, businesses, and other organizations—contribute to and benefit from the common good.

### Our Mission

As a nonprofit 501(c)(3) Christian Community Development organization, Oakdale Neighbors is committed to carry out its mission by using asset-based community development (ABCD) principles. We believe that all people and neighborhoods have God-given gifts and assets. Our mission is to invite residents and local institutions to act collectively to create a stronger, safer, more caring neighborhood where all people and gifts are welcome. We value diversity, equity, and inclusion.

### Supervision and Support

The ED is appointed by and accountable to the board of directors. She or he will report regularly to the board and will receive annual performance reviews as per Oakdale Neighbors personnel policy. The ED leads a staff of 4 to 5 part-time team members.

### Position Purpose

The ED has three main purposes:

- Lead Oakdale Neighbors in modeling our vision and mission to make sure that we are an organization that is visibly for and with neighbors.
- Foster an environment of teamwork and respect to effectively nurture gifts and assets of staff, board members, volunteers, neighbors, and local institutions.
- Raise Oakdale Neighbors' visibility, reputation, and credibility with neighbors so Oakdale Neighbors can be financially sustainable.

### Key Leadership and Management Roles and Responsibilities

- **Demonstrate leadership by continually connecting more people.** Make the Oakdale Neighbors office a welcoming space, inside and out, for regular and spontaneous conversations and events. Walk the neighborhood often and meet neighbors where they are.
- **Commit to provide quality programs with and for the community that arise from neighbors' input.** Develop a strategic plan to align programs and staffing with neighborhood assets, needs, and desires.
- **Be an ambassador who communicates Oakdale Neighbors' desire to support broad-based community action.** Sustainable community development happens as local people and institutions work together to do all they can with what they have before deciding, together, how to seek outside help.
- **Oversee staff and programs by delegating responsibility and ensuring accountability through evaluation and reporting.** Build strong relationships and communicate well with board members, so board members can promote and contribute to Oakdale Neighbors' work with neighbors.

- **Expand and diversify fundraising so Oakdale Neighbors can grow in financially sustainable ways.** Develop a plan to engage with donors and potential donors, manage donor contacts, and write grants.

## **Required Skills, Knowledge, and Qualifications**

Excellent written and oral communication and advocacy skills, with appreciation for and ease in working with people from different races, cultures, generations, socioeconomic or legal status, faith commitments, or gender identity

Commitment to [Christian Community Development Association philosophy](#) and [asset-based community development principles and practices](#)

Active membership in a Christian church

Success in working with a board of directors and cultivating existing and new board relationships

Administrative skills to manage a small- to medium-sized office, staff, and budget

Strong marketing, public relations, and fundraising experience, with ability to engage a wide range of neighbors and partners

Strong project management and strategic planning skills

Proficiency with Google Docs, Sheets, Forms, and Slides, and email

## **Qualifications to Set You Apart**

Degree or two years of experience in nonprofit management or equivalent experience

Experienced in Microsoft Office

Experienced in QuickBooks

Professional experience and proficiency in social media marketing and networking

Bilingual (English and Spanish or Kinyarwanda)

## **Hours, Pay, and Benefits**

For now—average 30 hours a week, \$20/hr, vacation benefits, some staff and training benefits

For the future—increased hours, pay, and benefits will be options when Oakdale Neighbors' reach and fundraising improve

## **To Apply:**

Please submit your cover letter (including why you'd be a good fit) and cv/resume in PDF, MS Word, or Google Docs form, by email only. Send them to [filling.the.gapgr@gmail.com](mailto:filling.the.gapgr@gmail.com) by **Thursday, January 31, 2019**, to start by March 1, 2019. You must include the subject line: Executive director application.