



Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218
P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Director of Community Development
Department/Program:	Community Development
Compensation:	\$70,000 + DOE
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours (see agency Personnel Policy manual for PTO accrual rates). NAYA recognizes ten paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 90 days of employment.
Employment Status:	Regular, Full-Time, Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	Supervises department employees and volunteers
Reports To:	Executive Director
Job Location:	Portland, OR
Created/Revised:	March 2017

Position Description:

The position is responsible for oversight of Community Development Department. Programming focus is on community wealth creation, economic development, anti-poverty programs and community engagement. Activities include, but are not limited to: stewarding social enterprise and small business development programs; managing workforce development programming; overseeing home ownership services, low-income property management and project managing affordable housing acquisition and development; leading community economic development projects, including anti-displacement programs; provide management oversight to Cully Boulevard Alliance, Neighborhood Prosperity Initiative and active engagement in Living Cully Eco-District; overseeing financial education classes and Individual Development Account program; and managing community engagement and leadership development. The position requires: supervision of department staff; management of federal, state and local contracts and foundation grants; community partnership building; policy and advocacy; deep knowledge of technical aspects of economic development, anti-displacement and low-income housing programs, including low-income and new market tax credits; and fundraising in collaboration with the NAYA’s Development Department, primarily through grant applications to local, state and federal offices and applications to private foundations.

Essential Functions:

- Oversee multiple program offerings, including employment services, housing services and community economic development, community engagement and leadership programs.
- Steward and develop partnerships to enhance program offerings in anti-displacement, employment, housing, business development, economic development, and environmental and community leadership development.
- Engage with community partners involved in key collaboratives, such as Living Cully, and lead key initiatives, such as the Neighborhood Prosperity Initiative for the Cully neighborhood.

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- Oversee the development of consulting and technical assistance programming, training tribes and other native organizations in community development programming.
- Provide financial oversight for department budgets and monthly expenditures; complete all related paperwork and meet frequently with the Finance staff to ensure financial sustainability and compliance of department and programming.
- Negotiate program service contracts and grants, and assure program quality and contract compliance.
- Identify and remove barriers to effective service delivery.
- Lead program outreach, advocacy and fundraising.
- Responsible for recruitment, screening and selection of department staff. Provide staff orientation, training, and support to program staff.
- Responsible for day-to-day supervision of department staff, including weekly supervision meetings, department meetings and performance evaluations, related documentation and upkeep of supervision files.
- In collaboration with the Development Department secure resources for the programs through contract and grant applications.
- Provide community outreach, establishing and maintaining partnerships and develop and maintain effective relationships with funders.
- Participate in agency strategic planning.
- Complete monthly program reports for the NAYA Family Center and complete reports per grant reporting and funding compliance requirements.
- Attend meetings in accordance to priorities of Executive Director. Represent NAYA Family Center at community events and other interest generating opportunities.
- Actively participate in the management team and organizational committees as assigned by the Executive Director.
- Assist with the scheduling and implementation of staff trainings.
- Serve on committees or in advocating roles for policies related to program areas.
- Ensure timely completion of program data collection and entry.
- Other duties as assigned by Executive Director.

Additional Duties:

- NAYA Family Center is a team and community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team.

Qualifications:

- Minimum of eight (5) years' experience in economic development services and/ or community economic development services with low income and culturally diverse populations.
- Ability to manage multiple, complex programs.
- Knowledge and expertise in housing development and asset management of NAYA's housing portfolio.
- Knowledge and expertise with neighborhood economic development initiatives including real estate and small business development.
- Knowledge and expertise in working with individuals and families regarding employment and training, housing and education issues.
- Excellent verbal and written skills, and ability to effectively communicate with audiences.
- Grant writing, management, and reporting and evaluation experience.
- Experience working in urban and rural Indian communities.
- Deep understanding of the socio-cultural, political, economic and environmental systems that impact and oppress communities of color, particularly Native American communities.
- Ability to supervise program related support staff.

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- Strong computer skills including web-based research, word processing, database management, e-mail and Microsoft Office programs.
- Ability to work with diverse populations specifically the urban Native population, including knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the urban Indian experience.

Education:

Non-profit Administration, Community Development, Urban Planning/or Community Planning or related Bachelor's Degree. Masters preferred or equivalent program management experience.

Work Environment: 70% office, 30% outside office including travel time.

Physical Requirements:

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Travel by car, van and/or airplane is required of this position.

Other Requirements: Valid Driver's License, successful completion of a FBI background investigation, must be eligible as an insured driver under NAYA Family Center's liability insurance policy, and remain so during the course of employment.

Application Procedures:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

Application Deadline: April 2, 2017

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard

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Fax: (503) 288-1260

E-mail: hr@nayapdx.org