



## **Native American Youth and Family Center**

5135 NE Columbia Boulevard | Portland, Oregon 97218  
P (503) 288-8177 | F (503) 288-1260 | [www.nayapdx.org](http://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**

<b>Position:</b>	<b>Community Prosperity Manager</b>
<b>Department/Program:</b>	Community Development
<b>Compensation:</b>	\$57,000 - \$62,000
<b>Benefits:</b>	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 twelve 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 3 months of employment.
<b>Employment Status:</b>	Regular, Full-Time, Exempt
<b>Hours:</b>	General working hours are 9am-6pm; evening meetings and occasional weekend events are required
<b>Supervision:</b>	Community Development staff (including Business Innovation Coordinator, Microenterprise Coach, CBA District Manager, IDA Program Coordinator, Civic Engagement Coordinator, Career Skills Coach, Business Services Coordinator, and Program Support Specialist
<b>Reports To:</b>	Community Development Director
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	July 2018

#### **Position Description:**

The Community Prosperity Manager will be a self-motivated, organized, creative, and high-level systems thinker capable of managing multiple programs, contracts, deadlines, and competing priorities. The ideal candidate will have the ability to coordinate community-led economic development projects, prepare and manage budgets, successfully coordinate and integrate diverse stakeholders, and possess strong communication and financial management skills. Program planning and evaluation, as well as budget and contract management are critical components of this position. This position will oversee eight staff members and approximately 10 contracts/grants and programs.

#### **Essential Functions:**

- Intentionally guide, motivate, encourage, and supervise Community Development staff members.
- Oversee small business development, Cully’s neighborhood prosperity initiative, community engagement (Oregon LEAD, Portland Youth and Elders Council) and asset-building programs (individual development accounts).
- Build capacity for the Native American community by strengthening existing and future leaders through culturally specific and cross-cultural organizing.
- Strengthen current, and build new, key organization relationships that result in stronger partnerships and collaborations between NAYA and other public agencies, and funders.
- Represent, market, and promote NAYA community development activities to community members, partners, funders, volunteers, and other stakeholders.
- Develop, and implement annual program work plans and ensure staff and programs are on track to meet goals, objectives, and deliverables.

# NAYA Family Center | Community Prosperity Manager

- Monitor annual program budgets and maintain accurate financial records in partnership with the Community Development department's finance liaison and Community Development Director.
- Supervise and maintain daily operations of economic and community development programs.
- Maintain clear communication channels with staff, and ensure changes are implemented as smoothly as possible.
- Ensure regular, thoughtful, and accurate communication between grant and contract managers.
- Act as a liaison between community members, funders, and policy decision makers.
- Develop a cooperative working relationship with other NAYA department managers.
- Develop and maintain internal and external data systems to track the progress, challenges, and successes of programs, including job creation, business retention, client engagement, asset development, among other indicators.
- Connect staff members to professional development opportunities and resources.
- Carefully navigate critical community partnerships
- Research and apply for grants that are in strategic alignment with departmental goals.
- Accurately manage disbursement of multiple funding streams and mechanisms including TIFF and CDBG.

## **Additional Duties:**

- Motivate, engage, and delegate responsibilities effectively to direct reports
- Attend to a broad range activities while still using time effectively and efficiently
- Break down complex concepts and projects into easy to follow steps, create deadlines and tasks, anticipate and adjust for change, set goals and evaluate results
- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - Support the coordination of wraparound services effectively with other NAYA Family Center programs and staff
  - Input data, and maintain NAYA and/or contractually required information database systems to track client information
    - Includes entering client data, assisting and/or preparing periodic reports
    - Database examples include but are not limited to: Efforts to Outcome (ETO)
  - Work as an active member of Community Development and NAYA's leadership team
  - Participate actively in cross-departmental team projects
  - Contribute to fostering a safe and secure environment for community members and staff
- Other duties as assigned by the Community Development Director

## **Qualifications:**

### Education & Training:

- Bachelor's Degree in business, finance, non-profit management, urban planning, community development or 5 years demonstrated work experience in an applicable field and/or community organizing
- 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 required

### Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED)

### Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Experience building assets, supporting small business owners, developing leaders, and/or building community wealth working directly with low-income and/or communities of color

# NAYA Family Center | Community Prosperity Manager

- Demonstrated abilities include: project management, community development, contract management, and program outreach
- Experience supervising staff, contractors, volunteers, interns
- Experience with affordable housing asset management and/or property management is a plus
- Experience participating in a leadership development program or cohort preferred

## Skills:

- Strong leadership, strategic planning, marketing, financial management, and communication
- Comfortable speaking in large groups or with individuals
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Strong computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

**Work Environment:** Approximately 80% program/staff management and oversight, 20% participating, attending or coordinating community events and/or building critical relationship. Not one week is the same for this position.

## **Physical Requirements:**

- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

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

**Safety Considerations:** Some travel may be required.

## **Other Requirements:**

1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check)

**Application Procedures:** Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://nayapdx.org/about/jobs/>.

**Application Deadline:** Monday, July 30.

**Attention:** Incomplete applications will not be considered. 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

# **NAYA Family Center** | Community Prosperity Manager

Native American Youth and Family Center

5135 NE Columbia Boulevard

Portland, OR 97218

Fax: (503) 288-1260

E-mail: [hr@nayapdx.org](mailto:hr@nayapdx.org)