Community Development Manager

Founded in 1974, the Native American Youth and Family Center (NAYA) is a thriving social services and community center in NE Portland, and one of the city’s most respected nonprofit organizations. Portland ranks as one of the largest Urban Native communities in the U.S. and NAYA’s 170 employees provide a wide spectrum of programs for our people, from education to housing to elder services. We do our work knowing that our Native cultures are a source of our empowerment.

We have an opening for a passionate, dynamic Community Development Manager who is culturally aware, client-focused, and team-oriented individual passionate about supporting the Native American community’s goal towards self-determination. This position oversees critical business, workforce, economic development, and cultural arts programs and services using strong leadership skills and inspiring a team of 8 talented employees. We’re looking for a culturally responsive leader who can effectively motivate and lead a high-functioning team in supporting Portland’s Native American community.

NAYA offers an exceptional benefits package, including medical, dental and vision insurance, 401(k) retirement plan with up to 6% match, paid vacation and 14 paid holidays. This is a hybrid position. Tuesday to Thursday in the office – 9am to 6pm.

The salary for this position is $85,000.

WHAT YOU WILL DO

- Guide, mentor motivate and supervise a current team of experienced staff.
- Provide guidance and manager critical business, workforce, economic development, cultural arts programs, and services.
- Manage contractual funds from multiple funders including Prosper Portland and Business Oregon.
- Collaboratively develop and implement annual program work plans.
- Oversee and disburse multiple funding streams including Tax Increment Financing.
- Represent market, and promote program activities to community members, clients, partners, funders, and other stakeholders.
WHO YOU ARE

- You have a bachelor's degree and 3 years of work and supervisory experience in asset management or related field. Experience in lieu of education may be considered.
- You have worked with diverse populations specifically the urban Native American population including a tribe, board or other organization strongly preferred.
- You are knowledgeable of Native American/Alaska Native history and culture.
- You are passionate, positive, and excited for community growth.
- Be an Active member of the NAYA community and attend NAYA events.
- You have demonstrated abilities in project management, community development, contract management and supporting small business owners.
- You are knowledgeable of the Cully neighborhood and the business district.

Application Instructions
Submit a resume and cover letter to jobs@nayapdx.org. If you need accommodation during the application process, please note this in your email.

Applications will continue to be accepted until a candidate is selected.