



# Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

## 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 US 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 are seeking an experienced leader to be our next Community Development Manager. You'll oversee critical business, workforce, economic development, and cultural arts programs, managing a team of eight and reporting to the Community Development Director.

NAYA offers an exceptional benefits package, including medical, dental and vision insurance, 401(k) retirement plan, paid vacation, and paid holidays. Starting pay is \$85,000 per year and commensurate with experience.

This role will work at NAYA's 42<sup>nd</sup> Avenue Office (4636 NE 42nd Ave.), with work hours from 9 am to 6 pm, Monday through Friday. After training and onboarding, working from home on Mondays and Fridays is acceptable. As is typical with community development roles, occasional participation in evening meetings and weekend events is required.

### Who You Are

- You are a community development professional with at least four years' experience in business, workforce, community or economic development.
- You are an experienced people leader and have managed a team of direct reports for at least two years.
- You have lived or work experience in the Native community, or you have a commitment to learn Native history and the unique strengths and challenges of Urban Natives.
- You have experience writing and managing grants.
- You are a connector. In your personal and professional life, you find yourself connecting people who have shared goals.
- You have participated in--or ideally, you have coordinated—community led economic development initiatives.
- You enjoy writing and know that it is a powerful tool for convening people, obtaining funding, and launching programs.
- You are an exceptional project manager. You always have a plan, and you always meet your deadlines.
- You know that you can't do community work without getting out of your office. It's easy and enjoyable to attend all the community events and celebrations. You know that showing up and authentically connecting with others is essential to your work.
- You are an excellent coach for those who report to you. You are adept at providing positive as well constructive feedback. You aren't afraid to have difficult conversations because you know that problems don't go away without dialogue.

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- You are self-aware. You listen well and center others. You are generally OK making mistakes and taking responsibility for them.
- You are known for bringing order to your team's work. You are a systems thinker and are always devising ways to get the work done more efficiently and with fewer errors.
- You don't hesitate to roll up your sleeves and pitch in, even when it's not your job.

## What You'll Do

- Lead a team of eight community development professionals and their programs which include the [Native Business Accelerator](#), [Marketplace & Retail](#), [business coaching](#), [Green Workforce Academy](#), [Our 42nd Avenue](#) and [Cully Boulevard Alliance](#). Co-create a work plan for each team member.
- Develop new programming to support the Native community's goal of self determination.
- Write and manage grants.
- Integrate culturally relevant practices into your team's programs.
- Partner with [Prosper Portland](#) and [Business Oregon](#) to reach shared goals.
- Manage the community development team's CRM and databases, namely HubSpot, Stacker, Service Point and Efforts to Outcome (ETO).
- Use data to write reports, help measure effectiveness of your team's programs and make improvements.
- Develop and implement annual program work plans.

## Application Instructions

Submit a resume and cover letter to [Jobs@nayapdx.org](mailto:Jobs@nayapdx.org). If you need accommodation during the application process, please note this in your email.

Should you be selected as a finalist, we will ask you to bring a sample of your professional writing to your finalist interview.

Questions? Want to chat about this role before you decide to apply? Contact [Sky Waters](#), hiring manager, or [Michelle Valintis](#), recruiter.

NAYA is committed to building a work environment that respects and inspires every community member. Our mission is to serve Urban Native youth and families, so we strongly encourage tribal members to apply. We encourage applications from members of other historically marginalized groups, as well, including women, people of color, those with disabilities, members of the LGBTQ+ community, and those who have served in the military.



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**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 Development Manager</b>
<b>Department/Program:</b>	Community Development
<b>Compensation:</b>	Starts at \$85,000 annually and commensurate with experience
<b>Employment Status:</b>	Regular, Full-Time, Exempt
<b>Benefits:</b>	NAYA recognizes 14 paid holidays per fiscal year. Additional paid time off includes accruals of sick and vacation hours; vacation time is based on tenure with the agency. 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 and NAYA will match employee contribution to their 401K, up to 6%.
<b>Hours:</b>	General working hours are 9am-6pm; evening meetings and occasional weekend events are required
<b>Supervision:</b>	Economic/business development, workforce development, and cultural arts
<b>Reports To:</b>	Director of Community Development
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	June 2023

### Position Description:

The Community Development Manager will be a culturally aware, client-focused, and team-oriented individual passionate about supporting the Native American community’s goal towards self-determination. In this role, the manager will be responsible for overseeing critical business, workforce, economic development, and cultural arts programs and services. The manager must possess strong leadership skills to inspire and motivate a team of 8 employees, providing guidance on integrating culturally relevant practices into these programs. This position will manage program and contract funds from multiple funders including Prosper Portland and Business Oregon. The ideal candidate will excel at fostering collaborative relationships and coordinating community-led economic development initiatives. 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.

### Essential Functions:

- Successfully guide, motivate, encourage, and supervise experienced staff members
- Recruit, hire, train, evaluate and support a team of at least eight employees
- Oversee culturally specific small business, workforce development, neighborhood/placed based economic development, and cultural arts programs
- Develop and monitor program budgets in partnership with NAYA’s finance department
- Cultivate and strengthen partnerships with key organizations, economic development agencies, and funders to enhance collaboration and mutual support
- Collaboratively develop, and implement annual program work plans and ensure staff and programs are on track to meet goals, objectives, and deliverables
- Oversee disbursement of multiple funding streams and mechanisms including Tax Increment Financing

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## Essential Functions continued:

- Write, manage, and oversee grants and reports
- Maintain clear communication channels with staff, supervisor, and multiple stakeholders
- Ensure program improvements are regularly implemented based on client and staff input
- Represent, market, and promote program activities to community members, clients, partners, funders, volunteers, and other stakeholders
- Manage multiple data systems to track the progress, challenges, and successes of programs

## 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
- Maintain NAYA and/or contractually required information database systems to track client information
  - This may include entering client data, assisting and/or preparing periodic reports
  - Databases include but are not limited to: Stacker, ServicePoint and Efforts to Outcome (ETO)
  - Work as an active member of Community Development and NAYA's leadership team
  - Participate actively in cross-departmental team projects
- Other duties as assigned by the Director of Community Development

## Qualifications:

### Education & Training:

- Bachelor's Degree and 3 years of work and supervision experience in asset building or relevant field preferred
- Degree requirement can be waived with demonstrated years of professional growth in field

### 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
- 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
- Demonstrated abilities include: project management, community development, contract management, and program outreach
- Knowledge of the Cully neighborhood business districts preferred
- Experience working directly with low income or communities of color building assets, supporting small business owners, or creating community wealth

### Skills:

- Strong leadership, strategic planning, and management skills are necessary
- Comfortable speaking in large groups or with individuals, including public presentation skills
- Ability to build programs and partnerships in new, innovative ways to achieve targeted goals

**Work Environment:** This will be a hybrid position with Tuesday through Thursday in the office.

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## 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.
- 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:** 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; see [https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying\\_Convictions\\_2015.pdf](https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf) for more information)
3. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regimen) before start date.

## 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>.

**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  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [hr@nayapdx.org](mailto:hr@nayapdx.org)