



# Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | 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 Development Director</b>
<b>Department/Program:</b>	Community Development
<b>Compensation:</b>	Starts at \$120,000 annually and commensurate with experience
<b>Employment Status</b>	Regular, Full-Time, Exempt
<b>Benefits:</b>	Medical, dental, vision and life insurance and flexible spending accounts. 401K retirement plan and match up to 6%. 14 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure.
<b>Employment Status:</b>	Regular, Full-Time, Exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	Supervises department managers and employees
<b>Reports To:</b>	Chief Executive Officer
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	March 2024

### Position Description:

The position leads the Community Development Department, which is focused on community wealth building, economic development, community engagement, policy, and advocacy, and developing and operating culturally specific, affordable housing. Community Development is comprised of 25-plus, full-time employees who oversee multiple programs including, but not limited to: small business development; place-based community economic development, financial wellness, workforce programming, leadership development, community engagement and advocacy, asset building, affordable housing, and homeownership. The position requires recruiting hiring, training, coaching staff and developing and supporting a talented and effective management/leadership team. The Director oversees an annual department budget of \$6 million-plus and is responsible for the oversight and management of NAYA’s growing affordable housing portfolio and assets. The department’s budget consists of federal, state, county and city contracts, multiple foundation grants, and property developer fees. This position requires an experienced fundraiser/grant writer, relationship builder, contract manager, and a strategic thinker who can be both visionary and detail oriented. The Director oversees programs in both the Portland-metro and SW Washington region.

### Essential Functions:

- Set clear vision, guidance and expectations for department leadership and staff
- Steward and develop partnerships to provide and enhance community wealth buildings programs
- Oversee multiple program offerings in the Portland-metro area and continue to design and build programs and services in SW Washington, including employment services, community economic development, community engagement and leadership programs
- Collaborate with and manage consultants and contractors to develop affordable housing and other community assets and developments
- Actively pursue additional development projects to ensure there’s a pipeline for future projects
- Meet regularly with the Finance staff and leadership to monitor department and program budgets

# **NAYA Family Center** | Position Description: **Community Development Director**

- Regularly write and secure grants, review and negotiate contracts and ensure program/contract compliance
- Collaborate and partner with the other NAYA program departments to deliver programs and services and remove any barriers to service delivery
- Recruit, support, train, and develop talented leadership and staff
- Responsible for day-to-day supervision of department management staff, including weekly supervision meetings, monthly department meetings and annual performance evaluations, related documentation and upkeep of supervision files
- Establish, nurture, and strengthen critical partnerships and develop strong relationships with funders
- Staff and lead NAYA's board of directors housing committee
- Oversee departmental reporting by supporting the management team to complete program reports and data collection to meet funder compliance requirements
- Actively participate in the NAYA management team and organizational committees as assigned by the Chief Executive Officer, as well as actively participate in agency strategic planning efforts

## **Additional NAYA Family Center Duties:**

- Understand and adhere to confidentiality
- Represent NAYA Family Center at community events and other interest generating opportunities
- 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
- Serve on committees or in advocating roles for policies related to program areas
- Attend meetings in accordance with priorities of the Chief Executive Officer
- Other duties as assigned by the Chief Executive Officer

## **Qualifications:**

### Education & Training:

- Bachelor's degree in Community Development, planning, business, political science or related field required; MBA, MSW or Master's in Real Estate Development preferred
- Minimum of six (6) years of experience managing staff and leading programs and services

### Certifications/Credentials:

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

### Experience:

- Experience working within diverse populations, specifically with the urban Native American population, including working within a tribe, board, or other Native organization, strongly preferred
- At least five years of experience leading teams and managing staff
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaska Native community and issues surrounding the Urban Indian experience required
- Knowledge of affordable housing development and regulations
- Knowledge and expertise with neighborhood economic development initiatives including real estate and small business development
- Experience working with and advocating within local government

### Skills:

- Excellent verbal and written skills, and ability to effectively communicate with audiences
- Excellent grant writing and program budgeting skills
- Demonstrated leadership and management abilities
- Excellent computer skills including web-based research, word processing, database management, e-mail and Microsoft Office programs.
- Ability to lead teams and community to influence policy

# NAYA Family Center | Position Description: **Community Development Director**

- 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/Alaska Native community and issues surrounding the urban Indian experience.

**Work Environment:** 75% office or remote, 25% outside office including travel time. NAYA employees are expected to work on site most of the week. This is a hybrid position working at NAYA Tuesday – Thursday with occasional on site expectations Monday’s and Friday’s.

## **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 20 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:**

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire(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 within 45 days of 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

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

**Application Deadline: Open Until Filled – Interviews to begin in early April**

**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: [jobs@nayapdx.org](mailto:jobs@nayapdx.org)