



Vice President of Base Building Strategy and Organizing Fundraising

January 2022

The Organization and Its Programs

Codman Square NDC is building a cohesive and resilient community in Codman Square and South Dorchester. We develop affordable housing and commercial spaces that are safe, sustainable and promote economic stability for low- and moderate-income residents of all ages. We provide employment and business development programs and embrace and value diversity and racial equity. CSNDC partners with residents, non-profits, and local businesses to encourage civic participation and increase community influence in decision-making, resource allocation and comprehensive plans for our neighborhood.

The Vice President of Organizing Strategy and Fundraising supports the Directors of two key departments: Community Organizing and Resident Engagement (CORE) and the Eco-Innovation Department (EID). Both departments are charged with expanding and building an 'Equity Army' of engaged constituents to research, lead and act on issues impacting the well-being of the community. The VP will assist the senior managers of both departments to plot out strategies to identify and recruit leaders, and to carry out organizing, leadership development and engagement strategies and to plan and implement grass roots campaigns focused on racial equity and socioeconomic mobility that are targeted and impact root causes. The goal is to mobilize the base to create change at the policy, programmatic, resource distribution/allocation and legislative level.

Key to this work is the ability to provide critical thinking and analysis for short and long-term strategic and operational goals; act as an internal consultant/partner to support departments in building and mobilizing a large base of engaged and active civic leaders. Support departments in translating goals and visions into concrete, actionable steps and to methodically implement and actualize those steps, moving things from the conceptual to the practical, with the goal of creating systems change using an organizing methodology.

Research and create fundraising plans in support of the base building and organizing components of the agency. Work with senior managers on program development and craft/develop fundraising proposals. Cultivate funding relationships and partnerships targeted at building and activating an Equity Army/ significant base of mobilized constituents that are trained and ready to act on campaigns designed to address root causes and enact system change to eliminate racial inequities that stifle socioeconomic mobility.

Strategic Thinking, Management/Oversight & Implementation

- Supervise and provide oversight of and support and guidance to the Director of Organizing and the Director of Eco-Innovation;
- Work with to both department managers to develop and execute short, mid-and-long term plans to enhance the growth of these two lines of business, with the goal of exponentially multiplying the number of active and engaged leaders who are deployed in systems change activities and campaigns;
- Drive and support the specific organizing/base building initiatives and aspects of CSNDC's 2022-2026 Strategic Plan which includes monitoring progress, evaluating, and adjusting strategic initiatives and establishing approach to reporting on this work to senior

leadership and the Board;

- Develops and manages teams to execute on existing strategies and develop new strategies consistent with the mission and to expanding base building, engagement and activism;
- Support and coach managers in developing and implementing/carrying out, achieving and accomplishing activities and work plans that lead to increased constituent leadership, engagement and activism;
- Support managers in conceptualizing and realizing constituent engagement in CSNDC's emerging Anti-Racism/Equity Army Academy. Goal of the Academy is to education leaders on the facts of racism as a grounding for their engagement in activism.

Fundraising

- In partnership with the Executive Director, senior managers under the position purview and other staff, including the VP of Operations develop and implement a fundraising strategy in support of raising funds for the CORE and EID departments. Goal is to raise \$100,000 in year 1, \$200,000 in year 2 and \$250,000+ each year thereafter;
- Identify potential funders, write and submit proposals in support of organizing and base building activities;
- Liaise between the Executive Director, the VP of Operations and other staff, including finance and human resource staff, in support of fundraising and proposal writing;
- Works closely with CEO and department directors on thought leadership, messaging, presentations
- Act as an ambassador for the organization. Cultivates relationships and creates stronger partnerships between CSNDC and organizations in other disciplines where opportunities to innovate may exist (e.g. art, technology, civic engagement)

Intra-Departmental Coordination, Administration and Reporting

- Identify the natural work linkages/workflow and connections between the Community Organizing and the Eco-Innovation department and other CSNDC departments that will facilitate achievement of the work of the CORE and EID departments;
- Work closely with the Vice President of Operations on inter-and intradepartmental work and projects;
- Develop coordinated work plans, meetings, systems, procedures and communications between CORE and EID and other departments as required;
- Support staff managers under the position's purview to coordinate and implement joint/inter- and intra-departmental work;
- Supports departments under position's purview in identifying opportunities for process improvement, introduction of tools and technologies, and provides guidance around data collection and analysis and reporting;
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- Undertake regular reporting of work progress and goals and support managers with same;
- Co-supervise the Special Executive Assistant , an administrative/executive support position;
- Identifies connections and interdependencies across the organization and supports business development activities across departments, with an emphasis on increasing base building and activism

within the organization;

EXPERIENCE, SKILLS AND QUALIFICATIONS:

- Bachelor's degree with 6-8 years relevant senior level experience and/or previous executive level experience managing community organizing and fundraising efforts (at least 7 years of progressively responsible experience);
- Ability to think and plan strategically, while implementing with a clear track record of accomplishments (both thinking and doing);
- Excellent analytical and critical thinking skills required. Must have experience in a senior management role, with strong project management skills and demonstrated experience working as part of a multi-disciplinary team with various levels of staff, including Senior Managers, to achieve specific projects and goals required;
- Coaching skills strongly desired to facilitate collaborative projects across departments and among senior managers.
- Proven management and supervisory experience (at least 3-5 years), including supporting and managing senior managers/professionals;
- Experience in leading at least one line of business, including experience in strategic planning/thinking and in launching, implementing and/or expanding new or existing initiatives at a senior management level;
- Experience with fundraising and proposal writing, with at least 3-5 years proven experience in this area;
- Ability to work with people of diverse backgrounds and socioeconomic levels;
- Excellent verbal and written communication skills and abilities;
- Strong computer software skills and proficiency in Office 365 software including Excel, Word. Knowledge of Salesforce helpful;
- Bilingual in Spanish, Haitian Creole, or Cape Verdean Creole, as well as prior experience in or knowledge of community development corporations or the nonprofit field a plus.

Salary range: \$90,000-\$130,000, commensurate with experience and qualifications.

Send resumes by February 23, 2022 to Gail Latimore, Codman Square NDC, 587 Washington St, Dorchester, MA 02124 or to gail@csndc.com. No phone calls please. Women and people of color encouraged to apply