

CODMAN SQUARE NDC
Special Senior Assistant

JOB DESCRIPTION

December 2021

About the Codman Square Neighborhood Development Corporation

The Codman Square Neighborhood Development Corporation (NDC) is a multi-racial, community-based, non-profit organization formed in 1981. The primary mission of the Codman Square Neighborhood Development Corporation is to enhance the quality of life for all residents of Codman Square and to foster the stabilization of the community. This mission is conducted through comprehensive initiatives that encompass real estate development, economic development, and community planning and sustainability and equitable development.

- The Real Estate Development Initiative includes the rehabilitation and construction of housing, open space and commercial real estate development, and the provision of supportive resident services for renters and homeowners.
- The Economic Development Initiative includes economic development activities that lead to a stable and economically viable commercial district, employment and business development opportunities for community residents, a well-prepared workforce, and the creation/preservation of assets and wealth among community residents.
- The Community / Base Building Initiative includes activities that allow the Codman Square Neighborhood Development Corporation to help strengthen the community by engaging in community planning and working together with residents, other non-profits, and local businesses to gather diverse community input, encourage civic participation and increase community influence in decision making and resource allocation, and participate in collaborative efforts to develop comprehensive plans for the service area.
- Special initiatives include: the Eco-Innovation District in which we are surfacing energy and green innovations in a small sub-neighborhood of Codman Square and the Millennium Ten Initiative, which engaged over 1,000 community residents in determining the key needs and actions to take to address them in the coming decade. We are also a leader in transit-oriented development and transit equity, working in collaboration with many others along the Fairmount commuter rail line. (Include North Star)

Central to this mission is the NDC's commitment to target the needs of low and moderate-income residents, including the provision of affordable housing and referral to services they require. The NDC has developed over 1,000 units of affordable housing and 35,000 sq ft of office retail, with an additional 150+ housing units and significant commercial space in various stages of planning or development.

The NDC has a twenty-nine person staff and is an affiliate agency of the United Way of Massachusetts Bay and NeighborWorks America.

ORGANIZATIONAL DEVELOPMENT AND RELATIONSHIPS

This position provides a diverse range of administrative and program support to the Vice President of Operations and Vice President of Base Building Strategy & Fundraising to ensure that the Codman Square NDC's goals are achieved. The SS Assistant will collaborate closely with other Senior Managers and their support staff. The SS Assistant will play a vital role in researching key issues that the Vice Presidents are working on in support of implementing their

strategic goals. This would include various legislative policies and programs that would enhance and grow CSNDC's programs pertaining to real estate, economic development, community engagement/base building, and fundraising. The position will entail researching, compiling, codifying, and interpreting data; and being able to convert data into written summaries and briefs so the VPs can use this information in the most effective way for proposal writing, program creation, evaluation, and decision-making purposes such as implementation strategies. The SA Assistant will work closely with the Vice President of Base Building Strategy & Fundraising to develop a data base of potential donors and funders who can support the community engagement and base building work, as well as assist in fundraising campaigns and funding applications. The SS Assistant will also support coordination among and between CSNDC line departments, managers and staff, support data gathering and data base management. The SS Assistant will also collaborate with executive assistant/special project assistant and senior managers on routine and special projects, such as real estate ground breakings, grand openings, and community events sponsored by the Community Engagement/Base Building and the Economic Development departments. The SS Assistant will help coordinate and facilitate meetings with the VPs. The SS Assistant will manage executive level communications, manage the VPs' schedules, and transcribe meeting notes. The SS Assistant will provide input and suggestions and problem solve on issues that may arise at meetings as a follow up. This individual is expected to take initiative and anticipate the needs of the VPs. This position reports to the Vice President of Operations and Vice President of Base Building Strategy & Fundraising.

JOB RESPONSIBILITIES

Administrative:

- Serve as the Vice Presidents of Operations and Base Building Strategy & Fundraising liaison with agency staff, funders, and other constituents;
- Provide administrative support to the VPs including scheduling appointments; arranging travel; responding to written and telephone inquiries and invitations; sending correspondence to donors; drafting correspondence; completing expense reports; maintaining electronic and paper files; and performing general admin tasks;
- Coordinate with senior managers and other staff to facilitate appropriate cross-agency information sharing and collective work and outcome measurement;
- Transcribe meeting notes
- Serve as notary for internal agency documents (to receive notary certification);
- Manage coordination of meetings for VPs or other meetings at the request of VPs;
- Create and/or manage including updating of data bases for VPs;
- Complete various agency reports as requested.

Non-Administrative/Special Projects:

- Compile and research specific data and issues to prepare the Vice Presents for projects and program strategy and planning, funding proposals, meetings, and speaking engagements;
- Codify and interpret data, and convert into it written summaries or briefs that will benefit the work of the VPs' programs and projects, and to facilitate the senior management team's work on key issues;
- Support coordination among and between CSNDC line departments, managers and staff;
- Support data base management responsibilities include developing, monitoring, and updating data;

- Collaborate with executive assistant/special project assistant and senior managers on routine and special projects, such as real estate ground breakings, grand openings, and community events sponsored by the Community Engagement/Base Building and the Economic Development departments;
- Provide input and suggestions, and problem solve on matters that may arise at meetings as a follow up;
- Assist in serving as a liaison for the agency on various community and other external and internal bodies.

Other related duties required. Ability to work flexible hours, including some evening and weekend hours required.

SKILLS AND QUALIFICATIONS

- 3-5 years of Executive level administration experienced is required; or an Associate's or Bachelor's degree with 1-3 years of executive relevant experience.
- High functioning, organized self-starter, and sustained initiator with ability to work independently and multi-task with high degree of project and time-management capacity.
- Must possess excellent organizational, written, oral, and listening communications skills.
- Critical thinking skills
- Experience in data research; interpreting and presenting data for reports, proposals, applications, and other strategic and programmatic purposes
- Experience in data base management
- Strong interpersonal skills and decision-making capacity with experience working with others of diverse backgrounds, particularly senior managers, to achieve goals.
- Demonstrated ability to achieve high performance goals and meet deadlines in a demanding environment.
- Ability to pay attention to and manage details while understanding the context and big picture within which the details fall.
- Positive approach, can-do attitude, and sense of humor.
- Proficiency in MS Office Suite (including Outlook, Excel, Microsoft Word, Salesforce, and PowerPoint) and Internet research applications.

Salary range: \$60,000 to \$65,000; salary negotiable, depending on relevant work experience.

Send cover letter and resume by March 28, 2022, to Marcia Thornhill, Codman Square NDC, 587 Washington St, Dorchester, MA 02124 or to marcia@csndc.com. No phone calls please. Women and people of color encouraged to apply.

