

Community Development Council of Greater Memphis Position Description – Manager of Capacity Building Programs

Summary

Community Development Council of Greater Memphis (CD Council) is a coalition of organizations and individuals who support the development and redevelopment of safe, healthy, and attractive neighborhoods throughout the Memphis region. One of CD Council's most important areas of work is capacity building programs for community development corporations (CDCs). We are seeking a qualified individual to successfully plan, manage and implement all components of that program, and support other Council activities.

Reporting

This position reports to the Executive Director.

Responsibilities

Training and Related Programs

- Manage the annual New City Builders curriculum for emerging CDC leaders.
- Plan and arrange training programs for CDC staff and boards.
- Host periodic peer knowledge-sharing meetings for CDCs, on a variety of topics.
- Implement the Council's training scholarship program.

Organizational Capacity Building Programs

- Conduct organizational capacity assessments using CD Council's proprietary Capacity Assessment Tool for Memphis CDCs (the CAT).
- Develop individualized capacity building programs, including those required for recipients of the Building CDC Capacity grant program from Community LIFT.
- Help CDCs build their capacity by activities such as identifying training opportunities, coaching, providing sample policies, making board presentations, developing asset maps, and connecting CDCs to partners, funders, and peers.
- Develop benchmarks to measure success in the capacity building programs, and refine programs as needed.

Member and Stakeholder Relationships

- Work with the executive director and other staff to recruit and retain a strong membership network, with particular emphasis on CDCs.
- Cultivate and maintain close working relationships with key community partners, including capacity building funders and providers.
- Serve as the primary liaison between CD Council and bank partners, including Community Reinvestment Act (CRA) officers.

Other Activities

- Work with the executive director to identify and solicit funding for capacity building programs, and prepare needed requests and reports.
- Work with other staff to develop and implement an annual work plan that supports the organization's strategic priorities.
- Collaborate with the Manager of Community Engagement and Advocacy and other staff.

Qualifications and Requirements

- Bachelor's Degree strongly encouraged. Master's Degree is a plus.
- At least 5 years related work experience. Particularly desirable are: knowledge of 'best practices' in nonprofit management and organizational development, as well as community development and neighborhood revitalization approaches, tools, and strategies.
- Excellent communication skills, including writing and public speaking.
- Comfortable using and learning technology tools. (GIS experience is a plus.)
- Ability to work independently with minimal direction and as part of a collaborative team.
- Adept at working with a diverse set of stakeholders, including neighborhood residents, nonprofit leaders, government officials, business leaders, and others.
- Energetic and enthusiastic, efficient and productive.

Compensation

To be determined in discussion with the selected candidate.

To Respond

Interested candidates should send their resume accompanied by a cover letter to info@memphiscommunitydevelopment.com. Resumes will be accepted until the position is filled.