

Opportunity DeKalb – Director of Programming and Community Development



Role Description

Position Summary

Opportunity DeKalb is a nonprofit community development corporation formed to work collaboratively with others to achieve the community revitalization goals established in DeKalb's Annie Glidden North (AGN) Revitalization Plan. Creation of such an organization was identified by the community as one of the top 10 goals of the plan. We strive to further the reputation of AGN and northwest DeKalb as a place where all are welcome to come to get from where they are in life to where they want to be.

Project Launchpad is an economic empowerment initiative led by Opportunity DeKalb (organization) and a coalition of local and regional partners. Project Launchpad is intended to create a network of spaces that connects urban and rural in the multicultural pursuit of the American Dream. Central to that pursuit is the opportunity for social mobility tied to inclusive economic empowerment. Project Launchpad's existing components are the following:

- Opportunity Hub – One-Stop physical location with a mobile character that connects community residents to Project Launchpad's economic empowerment programmatic components.
- Community Business Academy – Cohort-based program offered twice a year for new and developing entrepreneurs.
- Business Growth Series – Cohort-based program offered twice a year for established businesses looking to grow.
- Job Connections – Avenues to increase access and awareness to employment and workforce development opportunities.
- Access to Capital – Channels to funding and investment for new and growing businesses.

In general, the Director of Programming and Community Development oversees the Opportunity Hub operations and administers the Community Business Academy. Reporting directly to the Executive Director, the Director is responsible for program

building and continued development, budget planning, program forecasting, and community collaboration. The Director will also assist the Executive Director with strategic planning and evaluating Project Launchpad outcomes. Specific position responsibilities are listed below:

Program Planning

- Plan the operations of the Opportunity Hub and its activities in accordance with the mission and the goals of the organization
- Develop the Community Business Academy programming and activities
- Develop and implement goals and objectives to achieve the successful outcomes of the Opportunity Hub and the Community Business Academy
- Develop an annual budget and operating plan for the Opportunity Hub and the Community Business Academy.
- Develop a program evaluation framework to assess the strengths of the Opportunity Hub and Community Business Academy and to identify areas for improvement
- Work to create funding proposals for the Opportunity Hub and Community Business Academy to ensure the continuous delivery of services

Program Organizational Responsibilities

- Oversee program administration and operations for Opportunity Hub (Hub) and Community Business Academy
- Ensure that activities of the Hub comply with all relevant legislation and professional standards
- Develop forms and records to document activities of the Hub.
- Obtain and prepare data reports related to the activities and operation of both the Opportunity Hub and Community Business Academy.

Program Staffing and Administration

- In consultation with the Executive Director, recruit, interview and select well-qualified program staff
- Establish and implement a performance management process for all staff of the Hub.
- Engage volunteers for appropriate activities using established volunteer management practices
- Ensure that all Hub staff receive an appropriate orientation to the organization and the programs

Program Leadership

- Design and implement new staff orientation, training and development
- Supervise Hub staff by providing direction, input and feedback
- Communicate with clients and other stakeholders to gain community support for the Opportunity Hub and Community Business Academy, and solicit input to improve the program
- Liaise with community organizational leaders to ensure effective and efficient operation of the Hub delivery of the Academy.
- Coordinate the delivery of services among different activities to increase effectiveness and efficiency

Program Administration

- Prepare applicable reports for Opportunity Hub and Community Business Academy for management and for funders
- Communicate with potential fundraising partners as outlined in funding agreements
- Ensure that the Hub operates within the approved budget
- Monitor and approve all budgeted Hub expenditures
- Monitor cash flow projections and report actual cash flow and variance to the Executive Director on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records are up to date
- Ensure financial reports and supporting documentation for are prepared as outlined in funding agreements
- Provide required information to have invoices generated and submitted to funders according to the established timelines
- Identify and evaluate the risks associated with activities and take appropriate action to control the risks
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework
- Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate

Required Qualifications

- Minimum of five years (strongly preferred) of relevant, related experience in management, business operations and/or coaching, managerial, and/or project and program management.

- Experience working with local (DeKalb and surrounding areas) communities and community leaders
- Demonstrated highly effective interpersonal, conflict resolution and problem-solving skills to include previous experience in a supervisory/management capacity
- Proficiency in the use of computers for: Word processing, Simple accounting, Databases, Spreadsheets, Email

Preferred Qualifications

- Demonstrated experience with small business development, marketing, community outreach, and/or nonprofit management organization.
- Experience as a business owner/entrepreneur strongly preferred
- Demonstrated ability to engage and promote community-based programming to diverse audiences.
- Proven ability to be self-starting, highly organized, and detail-oriented—comfortable with unstructured assignments, multi-tasking, and quick deadlines

Salary

Salary will be competitive and commensurate with qualifications and experience.

Application Instructions

To apply, email your resume to outreach@opportunitydekalb.org. At a future date, you may be asked to provide the name and contact information for three references.