

Director, Community Planning & Development

We are currently seeking an experienced leader with non-profit community development / urban planning / real estate experience to serve as Isles' Director, Community Planning & Development. This position plays a critical role in Isles' long-term success by developing, implementing and managing innovative programs and services that achieve resident-led neighborhood revitalization. We seek a creative, flexible, self-directed individual who can work collaboratively with Isles staff, community stakeholders, funders and partners, including state and local government, academic institutions, local businesses, other non-profits, and residents. The Director will have the opportunity to join a dynamic and highly accomplished team at one of the most innovative and successful nonprofits in the region.

The Director must have excellent grant writing and program leadership skills, as well as the ability to work in a collaborative and consultative manner with colleagues and community stakeholders. The position also requires strong public speaking and presentation skills.

The position reports to the Chief Operations Officer.

Qualified Candidates Will Have Proven Success In:

- Identifying funding sources and writing grants to obtain funding
- Conducting research to assess and quantify community needs
- Overseeing the administration of large scale service efforts including meeting significant reporting needs
- Managing project schedules and activities to ensure that all requirements are met, deliverables are completed and reporting is timely
- Developing and maintaining relationships with community stakeholders, funders and partners, including state and local government, academic institutions, local businesses, other non-profits, and residents
- Participating actively and effectively in community group meetings and planning sessions
- Creating feasible plans based on research, best practices and community involvement
- Driving the implementation of community or neighborhood plans
- Developing new ideas to meet community needs; researching and applying best practices from other communities
- Defining, guiding and participating in outreach efforts
- Understanding the impact of local, state and national legislation on development work
- Managing budgets and containing costs to allow for efficient project execution

Base Qualifications for Position:

- Bachelor's degree required; graduate degree in planning, public administration, real estate or related field preferred
- At least 4 years of leadership experience in urban planning, real estate or related field
- Experience working in and demonstrated commitment to low income communities and communities of color
- Strong project management skills and experience
- Excellent oral and written communication skills
- Experience developing and managing multi-project budgets
- Understanding of GIS systems and experience using GIS and other mapping software
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Demonstrated proficiency in Microsoft Office applications (Word, PowerPoint, Outlook); considerable skill and comfort using Microsoft Excel

Applicants should send cover letter, resume and writing sample to hr@isles.org