



## Senior Manager, Community Development & Youth Services

**POSITION OVERVIEW:** Isles is seeking a Senior Manager, Community Development & Youth Services, to support the development and implementation of services that enhance and improve Isles' work creating and supporting sustainable, safe, and healthy neighborhoods. Working closely with the Managing Director to execute the Community Development & Youth Services division's and Isles' goals and vision, this position will support existing neighborhood-based planning and revitalization efforts, and assist with administrative management of programs, grants, and budgets. This position will also manage start-up of new projects that further Isles' community development priorities, in particular around youth services, youth violence prevention, racial equity, housing development, and community-informed and community-supportive redevelopment.

This position's responsibilities include:

### Administration and Management

- Project start-up and management, including development, implementation, and oversight, of new initiatives related to community development and youth services
- Identifying, writing, and managing grants and other sources of funding
- Assisting Managing Director in administrative management of grants and budgets
- Assisting Managing Director with project management and oversight
- Identifying and implementing opportunities for collaboration, growth, and program development within the division and across the organization

### Community Engagement and Community Development

- Effective community building, organizing, and engagement, including planning, coordination, and facilitation of community meetings, community engagement, and organizing efforts in multiple neighborhoods
- Responsibility for the focused support, growth, and development of at least one of the following service areas: youth services including violence prevention, real estate development and property management, community planning and organizing.
- Identifying and applying research-based strategies for effective and equitable community development
- Presenting complex ideas and findings in audience-appropriate ways
- Advocating for data-informed best practices in public policy, violence prevention, youth development, community development, and urban design
- Participating on committees and collaboratives to advance community-informed priorities around the issues of community health, youth violence, and healthy housing, among others

Specific roles and responsibilities will be dependent upon the successful candidate's experience and expertise. At a minimum, the position involves community-based outreach and engagement, including occasional evening and weekend meetings, office/administrative work, and hands-on implementation and management of projects. Salary will reflect experience and qualifications.

Given ongoing COVID risk reduction strategies, much of this work, including community engagement and development, will initially be through virtual platforms. An essential component of this position will be developing and implementing effective virtual community engagement strategies throughout the COVID social distancing period, and safe transitions to in-person community engagement post-COVID restrictions. Isles prioritizes the health and safety of our staff, customers, and community members, and

provides technological support and flexibility around work-from-home conditions and virtual work environments.

**WHO WILL BE SUCCESSFUL:** This position is an excellent opportunity for a motivated, experienced, and creative candidate to direct and support community development efforts at an established organization that is seeking to grow and expand the depth and breadth of services provided. The successful candidate has at least 5 years of successful experience in a leadership role at an urban community development organization. Candidates with a combination of superior writing skills, varied communication talents that can be implemented in public and office settings, community organizing and internal team building abilities will be successful in the position.

The successful candidate will bring a critical commitment to the delivery of Isles' Community Development & Youth Services, applying knowledge, skills, and best practices to improve and expand delivery of services. They will identify opportunities, partnerships, funding sources, and efficiencies to broaden and deepen Community Development & Youth Services offerings, while ensuring that community members' interests remain the priority of projects and programs. The successful candidate is enthusiastic, self-critical, and reflective; the successful candidate is excited about the potential of community development, committed to applying a racial equity framework to community development, and willing to learn from their successes, failures, and experiences.

### **QUALIFICATIONS**

- Bachelors degree in social sciences, public policy, law, social work, public health, or related field; Masters preferred
- 5 years+ of staff supervision and team leadership experience in a non-profit or comparable setting
- Evidence of successful project development, management, and implementation
- Ability to take initiative and follow through on delegated tasks
- Effective grant management and reporting experience
- Demonstrated record of community-informed organizing or engagement experience
- Proven history of working with varied and conflicting stakeholders and audiences
- Cultural competency and cultural humility
- Commitment to racial equity and equitable community development
- Excellent written and oral communication skills
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Proficiency in utilizing virtual meeting platforms (Zoom, WebEx, Teams, etc.)

### **PREFERRED QUALIFICATIONS**

- Familiarity and experience with community organizing and community planning
- Familiarity with youth development and youth violence reduction strategies
- Familiarity with real estate and housing development and management
- Spanish language proficiency

**ABOUT COMMUNITY DEVELOPMENT & YOUTH SERVICES AT ISLES:** The Isles Community Development & Youth Services team is a newly organized division that links community planning & development and youth services to more effectively deliver coordinated community revitalization and support. Community & Youth Services collaborates with residents and community stakeholders to identify community concerns and priorities, create action-oriented, community-led neighborhood plans, and secure resources to sustain neighborhood revitalization and youth services over the long term. To do this, we implement evidence-based strategies to enhance and strengthen communities, including community and school gardens, youth education, food and nutrition education, coordination of neighborhood redevelopment, economic development programs, beautification and activation of

underutilized properties, cost-effective recreation programs, and advocacy for policy and program changes. In addition, Community Development & Youth Services leads city-wide research and planning initiatives related to violence reduction, creative placemaking, and food systems. Community Development & Youth Services work represents a holistic effort to positively change perception and experience of neighborhoods, streets, and communities across Trenton, integrating urban agriculture, real estate development, placemaking, youth development, and planning.

**ABOUT ISLES:** Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

**WHAT IT'S LIKE TO WORK FOR ISLES:** Throughout its 40 year history, Isles has proactively and innovatively anticipated and responded to changing needs and priorities of the Trenton community. Isles works to impact underlying causes of social inequities in meaningful and effective ways, while ensuring a healthy work-life balance for staff members. Isles' culture is built around collaboration and mutual support, internally and externally, and a socially conscious commitment to advancing social justice and equity. Our team consists of more than 50 employees, plus a corps of volunteers and an engaged Board of Directors.

**Interested candidates should submit cover letter, resume and recent writing sample to [hr@isles.org](mailto:hr@isles.org). Your application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.**