

# Managing Director—Community Development



Isles seeks an experienced leader with a commitment to resident-driven community development to serve as Managing Director of Community Development. This position is responsible for the design, implementation, and administration of a wide range of community development initiatives and services, and provides the vision, direction, and management of a staff of more than 50 with an annual budget of more than \$4MM. We seek a leader who centers residents' and community members' perspectives and priorities, and can manage and direct resources to align with community priorities and address community concerns. We seek a creative, flexible, self-directed individual who can work collaboratively with Isles staff, community stakeholders, funders, and partners, state and local government, academic institutions, local businesses, other non-profits, and residents. The successful candidate will be joining a dynamic and highly accomplished team at one of the most innovative and successful nonprofits in the region.

The candidate must have excellent grant writing, program management, and staff 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. This position reports to the CEO.

## ABOUT ISLES COMMUNITY DEVELOPMENT:

Isles' Community Development division includes Community Planning & Development (Planning, Placemaking, Urban Agriculture, Sustainability, Real Estate Development, Property Management), and Violence Prevention Services. The theory of change for Isles Community Development division is:

*If we educate, empower, and engage residents and stakeholders to take positive action in their neighborhoods; provide them the resources, skills, and tools to transform themselves and their communities; and provide demonstration interventions to encourage and create the space for residents and stakeholders to create positive change in their communities, then Trentonians will have the education, skills, and motivation to create a more vibrant, safe, healthy, and fun city that cultivates sustainability and equity.*

## POSITION DETAILS:

### Community Development

- Identify key community concerns and priorities and co-develop strategies and resources to address them
- Lead implementation of existing plans and update plans and proposals as conditions change
- Participate in and lead when appropriate in community collaboratives and meetings
- Develop and maintain relationships with community stakeholders, funders and partners, including state and local government, academic institutions, local businesses, other non-profits, and residents
- Define and coordinate community engagement and outreach strategy for varied services

### Grants and Program Management

- Coordinate services and activities across multiple and varied service areas, grants, and programs, ensuring compliance with funding restrictions, timely completion of deliverables, and timely narrative and financial grant reporting
- Manage budgets, salary allocations, expenses, and alignment between organizational and division goals and funding sources
- Identify and secure funding through grant writing and donor relationships

### Administration and Organizational Leadership

- Collaborate with Isles leadership team on strategic direction and structure of organization
- Support 50+ staff members with 5-10 direct reports
- Coordinate recruitment and hiring process for new staff
- Develop annual department plans including goals, objectives, timelines, resources, and budget
- Provide regular department updates to Isles CEO, Isles leadership, and Board of Trustees

## WHO WILL BE SUCCESSFUL:

Successful candidates want to work in a unique *think, learn and do community-focused setting*. They bring a critical commitment to the delivery of services, applying knowledge, skills, and best practices to improve and expand Isles' work. They are skilled in identifying opportunities, partnerships, funding sources, and efficiencies to broaden and deepen our service offerings, while ensuring that community members' interests remain the priority

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of projects and programs, and that staff have the support, resources, and structure to effectively provide services. They are able to adeptly lead in varied settings, working effectively with colleagues, public and private sectors, and community-based stakeholders.

### QUALIFICATIONS:

Required qualifications:

- At least 5 years experience managing and supporting staff
- At least 5 years leadership experience in community development and related work
- Bachelors degree in relevant field
- A commitment to community-led development and the centering of underrepresented and disadvantaged perspectives and experiences
- Experience managing and supporting multiple projects and programs across a wide range of focus areas
- Flexibility and adaptability to a changing, fast-paced environment
- Evidence of writing, managing, and implementing public and private grants
- Demonstrated record of community-informed organizing or engagement experience
- Commitment to racial equity and equitable and sustainable community development
- Proven history of working with varied and conflicting stakeholders and audiences
- Excellent written and oral communication skills, including in public settings
- Valid NJ Drivers License in good standing with insurable driving record
- Excellent organizational skills and attention to detail
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Proficiency in utilizing virtual meeting platforms (Zoom, WebEx, Teams, etc.)

Preferred qualifications:

- Graduate degree and/or relevant subject matter expertise (Planning, Urban Development, Violence Prevention, Sustainability, Social Change, Housing Policy, etc.)
- Familiarity with stakeholders and funders in Trenton and Mercer County
- Bilingual in Spanish and English preferred

### 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 43-year history, Isles has proactively and innovatively anticipated and responded to changing needs and priorities of the Trenton community and beyond. 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 100 employees, plus a corps of volunteers and an engaged Board of Directors.

Compensation: Starting salary range is \$95-110k based on experience and qualifications. Comprehensive Medical, Dental, Vision, FSA benefits, 401K with company match and a generous PTO policy.

**Interested candidates should submit resume and 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.**