



JOB ADVERTISEMENT

POSITION SUMMARY:

The Director, One Northside (ONS), is primarily responsible for managing community-based relationships with residents, partner organizations, and stakeholders of One Northside with a clear focus on creating a deep knowledge and understanding of the community, building trust, and cultivating positive relationships. The Director will ensure active community engagement in ongoing development and implementation of the One Northside Plan and provide targeted pillar and program management support to implement the One Northside Plan.

ESSENTIAL JOB RESPONSIBILITIES:

- Collaborates with the President to establish policies and programs to ensure ONS delivers on its vision and mission for the eighteen (18) northside neighborhoods it serves.
- Collaborates with northside community leaders and residents to seek knowledge and understanding of the community's assets, challenges, opportunities, and goals.
- Collaborates directly with anchor partners to support them in meeting the goals of the ONS impact framework.
- Cultivates meaningful connections between and amongst community partners, residents, and organizations to increase capacity, foster collaboration, and support ONS goals.
- Facilitates, coordinates, and convenes community groups and ONS anchor partners around knowledge and resource sharing to facilitate cross-collaboration amongst and between partners and achieve the goals of the ONS impact framework.
- Plans and manages ongoing implementation of resident engagement strategies to ensure residents are consistently engaged in ONS to drive the implementation of the One Northside Plan.
- Ensures ongoing outreach and engagement to build new and existing relationships and identify potential areas and leadership to enhance ONS and support grantmaking.
- Creates community presence for ONS and the Foundation by attending community meetings and partner meetings, locally and regionally.
- Collaborates with the Program Officer to monitor grants and evaluate outcomes that advance the ONS Plan.
- Participates and provides input in annual grantmaking and ONS budget planning for the Foundation.
- Collaborates with the Manager Marketing and Communications to plan and manage ONS Quarterly meetings, the ONS Annual Celebration, and all ONS convenings.
- Attends planning/implementation team meetings, coordinating efforts with the Foundation, and aligning efforts with the ONS impact framework.
- Collaborates with all Foundation team members to identify and develop racial equity practices within The Buhl Foundation.
- Collaborates with all Foundation team members to identify opportunities for The Buhl Foundation to participate, invest, or lead activities and initiatives to dismantle systemic racism and oppression.

- Collaborates with the Program Officer and Manager Marketing and Communications Manager to develop and ensure the routine dissemination of content to communicate outcomes of the ONS Plan and activities.
- Collaborates with the Marketing and Communications Manager to ensure the effective use of the ONS brand via design standards and creating consistency across all materials.

EDUCATION/EXPERIENCE & CERTIFICATIONS:

- Bachelor's degree required; Master's degree preferred.
- Minimum ten (10) years' experience in senior nonprofit or grantmaking management or other equivalent areas.
- Demonstrated knowledge of trends and issues in the non-profit and foundation community.
- Community development experience a plus.
- Valid PA driver's license with clean driving record, insurance, and registration, required

OTHER SKILLS/ABILITIES:

- Coalition building skills, including the ability to motivate, negotiate and persuade stakeholders into a course of action
- Excellent communication skills, including verbal, written, and public speaking
- Flexible with the ability to adjust activities and priorities.
- Strong interpersonal skills and an ability to work cooperatively with Foundation staff, grantees, and other community stakeholders.
- Excellent judgment and maturity; positive attitude.
- Ability to detect and diagnose acute sensitivity to diverse people and issues.
- Strong leadership and organizational skills and ability to develop effective teams and build consensus.
- Demonstrated track record in strategic planning, project management and implementation.
- Ability to prioritize and manage multiple tasks, analyze, and solve complex problems, and exercise sound judgment in a high-pressure environment
- Strong interpersonal skills, including the ability to build relationships with diverse populations

HOW TO APPLY:

To receive full consideration, candidates are urged to submit a cover letter and resume by **August 30, 2021, before 5:00 PM** to work@buhlfoundation.org.

The Buhl Foundation offers a competitive salary depending on experience and excellent benefits.

The Buhl Foundation is an Affirmative Action Employer.