



JOB DESCRIPTION

Neighborhood Impact Manager

The purpose of the Neighborhood Impact Team is to promote healthy families, successful children, resident leaders, and communities of opportunity for outer southeast Portland neighborhoods. The team uses an asset-based community development approach to support residents of ROSE affordable housing, with an emphasis on equity and inclusion.

As an organization, ROSE is committed to equity, social and environmental justice and addressing racial and ethnic disparities. We use an equity framework in planning, program development and evaluation.

Management Duties:

- ❖ Act as a member of ROSE's management team, with responsibilities for planning, program development, budgeting, and reporting.
- ❖ Develop leadership within ROSE and throughout the organization's service area.
- ❖ Lead community development programs delivered by the Neighborhood Impact Team, with an emphasis on fostering collaboration among programs.
- ❖ Supervise Resident Assets and Lents Youth Initiative staff through regular check-ins, team meetings, and staff evaluations annually.
- ❖ Monitor program budgets, partnerships, and grants.
- ❖ Support fundraising, including grant writing for community development programs.
- ❖ Report to the Executive Director on a regular basis, and to the board of directors annually.
- ❖ On-board new staff regarding program expectations, workplans, budgets, and training.
- ❖ Work with Asset Management to lead quarterly ROSE/property management retreats.
- ❖ Collaborate with other community organizations to identify potential partnerships. Culturally specific programming to meet the needs of the diverse East Portland community is a high priority.

Resident Assets Duties:

Build relationships and support residents living in ROSE's affordable housing.

- ❖ Identify potential leaders and connect them to leadership opportunities at ROSE and in the neighborhood. Involve residents in program planning, including supporting the Resident Council, a group of resident leaders.
- ❖ Work in partnership with on-site property managers to prevent evictions and resolve conflicts.

- ❖ Connect families with young children to the Baby Booster program and other early childhood resources. In partnership with Baby Booster, plan and coordinate opportunities for families with pregnant women and children ages 0-5.
- ❖ Provide programs for various age groups including children, adults, and seniors. Many activities serve children, such as after-school programs, summer camps, and field trips.
- ❖ Coordinate community building activities and events with ROSE residents and the broader community.
- ❖ Connect residents to resources and opportunities available to them in the community. Refer residents to appropriate services.

Qualifications:

Applicants must have experience leading high performance teams. Life experience, professional history, and education will be considered. Preferred skills and experience include community development, cultural competence, and fluency in multiple languages.

Essential Knowledge and Skills:

- ❖ Successful meeting and group facilitation skills with attention to and experience with equitable engagement and managing power dynamics.
- ❖ Ability to work effectively in groups and collaborative environments.
- ❖ Establish and maintain positive working relationships with others – both internally and externally – to achieve the goals of the organization.
- ❖ Ability to advocate for and commit to agency and program goals.
- ❖ Working knowledge of community development practices.
- ❖ Ability to communicate complex information clearly and concisely – both orally and in writing – with diverse impacted communities, government entities, the media, donors and others critical to the organization’s success.
- ❖ Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- ❖ Ability to assess problem situations, identify causes, process relevant information, generate possible solutions and make recommendations and/or resolve the problem.
- ❖ Self-motivated and disciplined.

Hours and Job Requirements:

Full-time position (30-40 hours per week). Irregular work hours include some evenings and weekends. The job involves travel in outer southeast Portland and other parts of the Portland area. The position is supervised by the ROSE Executive Director.

Compensation:

Salary range is between \$45,000 and \$53,500 annually. Employees at 20 hours per week or more are eligible for medical, dental, life insurance and retirement benefits as described in the ROSE personnel policies.