



POSITION DESCRIPTION

Community Building Coordinator

The Network is the statewide association of more than 250 nonprofit community development corporations, individuals and other organizations working to promote affordable homes, economic opportunity, neighborhood revitalization and social justice in New Jersey. Our staff works to assure that CDCs and community residents have the tools they need — knowledge, support and resources — to rejuvenate their neighborhoods, build strong organizations and improve their lives. The Network believes that community development must engage residents fully in the building and rebuilding of their communities, and that community-based nonprofit development corporations are an essential part in that process.

The Community Building Coordinator will provide our members with targeted policy and technical assistance at the local level to help them reach their goals regarding equitable urban revitalization and community development. The successful candidate will organize and support clusters of Network members in targeted locations to analyze and advocate for their local needs, launch new programs and strategies, secure policy, as well as financial and technical solutions to ensure their success. The Coordinator will work closely with other Network staff and leaders to build the capacity of these organizations, as well as encourage policy and program changes that improve the environment for their work and the quality of life for the residents they serve. Issue areas include increased utilization of the state's abandoned properties tools, passage of local inclusionary zoning ordinances, promotion of the creation of land banks, accessing financing mechanisms to stabilize neighborhoods hit hard by the foreclosure crisis and others. The successful candidate will have outstanding communications, policy and program experience, research skills, demonstrated experience cultivating and maintaining relationships with community organizations, and a commitment to economic and social justice.

RESPONSIBILITIES:

- Work with member organizations in targeted cities or geographic clusters to analyze their local housing and community development needs, develop programs and strategies, and identify local policy changes to achieve their goals. Provide strategic guidance around local, state and national policy and planning efforts.
- Support existing and future clusters of Network members, allies and supporters to implement issue campaigns at the neighborhood, community, regional and state levels. Recruit and train Network leaders, volunteers and activists to engage in grassroots organizing and citizen advocacy through the Network's Advocacy Teams ("A-Teams") and local Community Development clusters.

- Mobilize the A-Team members to participate in Network and member advocacy activities, including meetings with decisions makers, public actions in support of campaigns, letter writing, petition gathering, etc.
- Identify local, state and federal policy changes and opportunities, where needed, to utilize existing tools and/or create additional ones; work with the local groups to advocate for these changes
- Foster sharing of information between members and among Network staff to encourage replication of successful programs and strategies, as well as to identify barriers to successful implementation that require state-level changes to overcome
- Engage potential new members, especially underrepresented groups the organization would like to recruit.
- Work with Network staff to mobilize local members in support of the Network's overall public policy agenda
- Develop and strengthen Network members' relationships with local policymakers and officials, identifying opportunities for Network members and staff to meet to further policy goals.
- Represent the Network at events as needed

SKILLS/QUALIFICATIONS:

- Excellent analytical, writing, computer and public speaking skills, with a strong attention to detail
- Community organizing and/or policy advocacy experience; familiarity with housing and/or community development programs and issues preferred.
- Demonstrated ability to work independently and to manage multiple projects
- Ability to interact comfortably with diverse audiences, including public officials, members of the media and community representatives
- Bachelor's degree required; Master's degree in urban planning, public policy, real estate development or related field preferred.
- Valid driver's license, insurance and car

COMPETITIVE SALARY & BENEFITS. The Network offers a generous compensation package.

TO APPLY: Please submit resume and cover letter via email to Human Resources, human.resources@hcdnnj.org, Housing & Community Development Network of New Jersey, 145 West Hanover Street, Trenton, New Jersey 08618.

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