



GROWING TOGETHER JOB DESCRIPTION

TITLE: Director, Neighborhood Development	DIVISION: MIXED-INCOME HOUSING/ECONOMIC DEVELOPMENT
DATE: MAY 18, 2021	STATUS: SALARIED/EXEMPT

JOB SUMMARY:

Growing Together's Director of Neighborhood Development will oversee Growing Together's strategy in creating mixed-income housing, at scale, inclusive economic development and quality, amenity-rich public spaces. They will work closely with the Director of Education Partnerships to ensure a cohesive strategy of neighborhood advancement and with the Manager of Community Mobilization to ensure that members of the target neighborhood are the primary beneficiaries of the improvements within the community. The work will involve heavy engagement with our strategic partners as well as overseeing Growing Together's direct programming in housing and economic development.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Create, lead and implement the Growing Together strategy for ensuring high-quality mixed-income housing at scale in our target neighborhood(s)
- Oversee the advancement of our implementation strategies in housing and economic development
- Identify strategic partners necessary to achieve our strategic outcomes and work with those partners to deliver on the outcomes they have committed to delivering
- Work closely with the Director of Education Partnerships to ensure a cohesive vision and complimentary strategy and interventions to advance the lives of families in the target neighborhood(s)
- Understand and oversee the budget for our mixed-income housing and economic development
- Work closely with the Manager of Community Mobilization to implement policies and practices that ensure our target neighborhood families are the primary beneficiaries of the improvement in the neighborhood
- Communicate effectively at all organization levels
- Lead projects or portions of projects
- Perform other duties as assigned or requested

REQUIRED EDUCATION/EXPERIENCE:

- Bachelor's Degree in Business Management, Finance, Urban Planning or related field from an accredited college or university. Master's degree strongly preferred.
- 5 years minimum related work experience
- Must have experience working with vulnerable populations.
- Current or former resident of a Growing Together target neighborhood preferred.

KNOWLEDGE/SKILLS/ABILITIES:

- Proficient in creation and understanding pro formas and capital stacks necessary for the advancement of our development strategies
- Understanding of public and private development network in Tulsa or Oklahoma
- Understanding of public and private housing finance and economic development financing
- Excellent project management skills and attention to detail, including managing several projects at once
- Strategic thinker, who can anticipate future consequences and trends, understand connections between strategic focus areas and projects, and incorporate them into organizational plans and processes
- Analytical, data-driven decision maker, even when it is unpopular or difficult
- Proven successful interpersonal skills
- Mission-driven, outcome oriented leader with experience in continuous improvement and collective impact
- Takes an action-oriented, entrepreneurial, flexible, innovative approach to operational management
- Committed to creating and supporting a learning-oriented, joyful organizational culture
- Advanced Microsoft Office skills, Project and Visio skill highly preferred
- Strong written and oral communication skills
- Bilingual English/Spanish preferred but not required

ESSENTIAL PHYSICAL AND MENTAL REQUIREMENTS:

Employee is subject to standing, stooping, walking, lifting, and carrying objects throughout daily job performance. Work is a normal office environment. Intermittent effort involving lifting of amounts between 5 and 25 pounds required. Work requires moderate attention to detail and deadlines between 20% and 50% of the time. Driving is required intermittent.

Executive Director Date

I have read the above job description and understand the essential functions of the job and its physical requirements. I am qualified and able to perform the job subject only to the following accommodation(s):
