



Community Preservation and Development Corporation

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Community Development Manager

Community Preservation and Development Corporation (CPDC) is an affordable housing developer that works with residents in low and moderate income communities to develop strategies for economic viability and an improved quality of life.

POSITION SUMMARY:

(CPDC) seeks a highly organized, experienced, passionate Community Development Manager who will act as the facilitator between residents, partners, communities and a range of other local authority and voluntary sector providers to effect social change and to help to improve the quality of life. Collaborate with residents, property management, asset management, real estate, and partners to consolidate efforts around sustainable resident leadership, programs and services, community advocacy and outreach, and helping to establish a “one community” vision.

THE COMMUNITY DEVELOPMENT MANAGER will:

- Work with residents, partners, and community groups etc. to provide a range of activities to create and implement “one vision” for a sustainable community
- Identify assets and capacities in the community
- Build capacity that allows residents to connect and share knowledge and resources effectively
- Support service providers and residents in utilizing property programs and services through collaboration with interested groups
- Recruit and train residents and volunteer staff to help to sustain network building
- Attend meetings and prepare minutes that document progress
- Act as a facilitator to promote engagement of individuals, families, partners, etc.
- Identify resident and community assets, needs, opportunities, rights and responsibilities
- Develop activities and services to generate aspiration and confidence

ESSENTIAL FUNCTIONS:

- Engage current stakeholders about their role in supporting the “one vision” community
- Identify and engage resident leaders to serve as ambassadors of “one vision”
- Develop a communication strategy to engage diverse stakeholders



*Investing in the future of communities
to grow and thrive*

- In partnership with key stakeholders, convene community meetings to address critical issues and provide education
- Support community events designed to bring neighbors together

MINIMUM QUALIFICATIONS:

- Experience in community development, community organizing, strategic planning, facilitation, conflict negotiation, team building and group dynamics work
- Excellent interpersonal skills, self-directed and highly motivated
- Strong presentation skills and writing skills
- Ability to think, reflect, communicate, make judgments in complicated situations, and show flexibility
- Cultural competency to work with residents from diverse backgrounds across boundaries of class, race, and issue
- Ability to work flexible schedule that may include some nights and weekends
- Minimum of Bachelor's degree preferred in urban studies, urban planning, public policy, political science, community development (or comparable), with a minimum of 3 years of commensurate experience.

CPDC offers competitive salary, medical, dental, life, STD, LTD, 403(b), flexible spending accounts, EAP, and paid time off. To apply please visit our website at www.cpd.org. CPDC is an equal opportunity employer.