Position Title: Director, UrbanPromise Community Development Corp (Part- Time)  
Department: Community Dev. Corp (CDC)  
Reports to: Board of Directors, CDC  
Salary Range: $20,000- $32,500  
(25) hours a week

Position Summary:

The UrbanPromise Community Development Corporation (CDC) is a supporting entity of UrbanPromise Ministries, Inc. (UPM) engaged in community development activities in and around the neighborhood of UPM. The primary mission consists of:

- Promote community development and growth in predominately low income, minority communities.
- Promote educational activities and programs for youth at risk in such communities.
- Provide job training, job readiness programs and job opportunities for the unemployed and underemployed in such communities.
- Provide food, clothing and shelter, when needed, to alleviate suffering and to provide relief for the poor and oppressed.
- To aid and support the youth development programs of UrbanPromise Ministries via funding, brand awareness and direct youth connections for Experiential Learning and Wellness.

Essential Job Functions:

- Develop overall CDC strategy and implement programs promoting the mission of the CDC and in alignment with that of UrbanPromise Ministries, Inc. (UPM).
- Regularly liaise with Board of Directors of the CDC, preparing monthly dashboard metrics and quarterly Board reports, and organizing quarterly Board meetings.
- Achieve annual financial and social impact CDC goals approved by the Board of Directors.
- Operate social enterprise(s) that generate i) earned income for CDC operations and UPM contributions, ii) entry level work & training opportunity for youth, and iii) and other mission related target impact.
- Maintain the successful operations of the UrbanPromise Thrift Store and UrbanPromise Food Co-Op. Both entities have a Manager, supervisor(s), youth employees, and a large volunteer base. Operations also require ensuring steady supply of store merchandise and in-kind food donations, as well as quality control, inventory management, customer service, and financial oversight.
- Strive for maximum overall CDC operational sustainability, wherever possible funding programs via social enterprise earned income. Pursue grant / donation funding to fill any budget gaps and to fund target CDC programmatic work that does not generate earned income (ie: The Food Co-Op). Pursue raising other impact investment capital as warranted for new social enterprise initiatives.
- Serve as liaison with the Leadership Team of UrbanPromise Ministries, Inc., periodically joining Leadership meetings to provide updates and highlight connection opportunities.
URBAN PROMISE Community Development Corporation

JOB DESCRIPTION

- Prepare annual CDC budget and ensure execution of operations within budgetary means.
- Ensure timely submission of annual audit report.
- Coordinate with UPM programs such as office of Experiential Learning (OEL), UrbanPromise Academy (UPA) and Children & Youth Ministry (CYM) to create experiential learning & entrepreneurship opportunities for youth engaged with the CDC.
- Additionally, coordinate with the UrbanPromise Wellness Program and Human Resources Office to extend the impact of the Food Co-Op and Emergency Family Fund for staff care to benefit the families of UP staff, students and alumni.
- Seek out opportunities to connect youth to existing job training program(s) and Coop members to existing family service providers where needed.

Essential Job Requirements:

EDUCATION
Associate Degree; Bachelor’s Degree preferred

EXPERIENCE
Director level experience targeted in both business and non-profit settings.

REQUIRED SKILLS

Must possess
- The flexibility and swiftness of an entrepreneur as well as the attention to detail and thoroughness of a Chief Operating Officer.
- Strong written and oral communication skills in a supervisory capacity.
- Ability to work in and oversee multiple locations both on-site and remotely.
- Competency in preparing and managing fiscal budgets.
- Experience with fundraising and managing donor relations.
- Ability to strategize, develop, and implement new initiatives & policies.
- In-depth understanding of and commitment to the organization’s vision and mission.
- Willingness to roll up your sleeves and help in all areas of operation as needed.
- Drive to deliver excellent customer service and maximize mission impact while maintaining long term sustainability.

Preferred Skills:
- Prior professional experience in youth development programs, food delivery service and/or retail business a plus.
- Previous connection with Urban Promise as a staff member, volunteer or alumni also a plus.
- Prior experience managing a wide range of operations.
- Prior experience managing Board level reporting and relations.

PHYSICAL REQUIREMENTS
This position includes the normal physical demands associated with work in the office, Thrift Store, and Food Co-Op. This position will require the ability to lift 5lbs to 20lbs.

Last updated 07/27/2020

Job template form can be found on shared drive in HR folder labeled (HR forms)
**Equal Opportunity Statement**

UrbanPromise Community Development Corporation values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission and to promote racial and social equity in our work.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are invited to apply. Applications may be submitted to UrbanPromise Ministries, Chief People Officer at pfoxx@urbanpromiseusa.org