

Associate Director of Engagement

Job Title	Associate Director of Engagement
Reports To	Director of Engagement
Location	Metro Atlanta, GA – hybrid in-office/remote role
Posted Date	February 20, 2024

About the Center for Community Progress

As a national nonprofit, our mission is to foster strong, equitable communities where vacant, abandoned, and deteriorated (VAD) properties are transformed into assets for neighbors and neighborhoods. We are former practitioners and policymakers who understand that today's neighborhoods have been shaped by decades of unjust and racist land use and financing policies—and we are driven by the promise of safe, healthy, resilient, and inclusive neighborhoods that provide opportunity and dignity for all.

The expertise and passion of our staff is unmatched, and Community Progress is highly regarded as the nation's leading resource for urban, suburban, and rural communities seeking to equitably address the full cycle of property revitalization. We seek to ensure that all communities have the policies, tools, and resources they need to transform vacant, abandoned, and deteriorated properties into vibrant spaces. Our state-of-the-art technical assistance has been provided to more than 300 communities in over 35 states and our educational programming has reached tens of thousands across the United States.

More information is available at www.communityprogress.org.

About the Education, Leadership, & Engagement Team

The Education, Leadership, and Engagement team is a small group of creative, passionate changemakers who take great pride in bringing transformative experiences to all stakeholders in the arena of vacant, abandoned, and deteriorating properties. Community Progress' leadership and education programming ensures that public sector, private sector, civic, and community leaders have the knowledge and capacity to implement and sustain equitable, effective, and efficient reforms to address vacant, abandoned, and deteriorated properties. We equip these leaders with critical skillsets, help them stay abreast of current trends and best practices in the field, and provide space to build productive relationships and collaborations within and across departments, organizations, communities, regions, and states.

For more information on each of the programs offered by this team, please visit:

<https://communityprogress.org/services/leadership-education/>

Job Summary

The Center for Community Progress is seeking an experienced, innovative, and perceptive applicant to serve as Associate Director of Engagement. The Associate Director of Engagement will assist the Director of Engagement in executing programs that strengthen the ecosystem of Community Progress' partners and serve as a core member of the Education, Leadership, and Engagement team. This position will also work with other Community Progress staff to implement organizational strategies as they are developed and deliver educational services to local partners and communities across the country.

The ideal applicant for the position will excel at building authentic relationships internally and with external partners and stakeholders, have very strong project management skills, be an excellent communicator, have a natural comfort working with diverse audiences, and share a passion and deep commitment to building equitable, inclusive communities that provide opportunities for all. The Associate Director of Engagement position is full-time. Our preference is to have this position be based in Metro Atlanta on a regular hybrid in-office/remote basis. However, in pursuit of building a nation-leading team of highly skilled diverse experts, Community Progress may consider a fully remote arrangement and offer flexibility for working hours.

Individuals who are self-starters, enjoy working in a team setting, can implement multi-year projects, and pride themselves on solving complex problems alongside colleagues and local partners in pursuit of building equitable and just communities are encouraged to apply.

Duties and Essential Job Functions

Expand Community Progress' Presence

- Support the expansion of Community Progress' presence and expertise in Southeastern United States priority places by developing targeted content and presenting on how VAD impacts communities for various conferences, trainings, panels, etc. as identified by the Director of Engagement.
- Coordinate the engagement of Southeastern United States priority places in Community Progress' scholarship programs (e.g., Reclaiming Vacant Properties Conference scholarships) and fellowship programs (e.g., Community Revitalization Fellowships) including assisting the Director of Engagement in identifying eligible partners and coordinating and ensuring the submission of partner applications.
- Increase the participation of Southeastern United States priority places in Community Progress' Technical Assistance and National Land Bank Network services by identifying local and state governmental officials in priority communities, coordinating meetings and information sharing opportunities to understand their needs and discuss Community Progress' relevant services, introducing and linking them to appropriate Community Progress teams.
- Bolster Community Progress' visibility in Southeastern United States priority communities by working with our Communications team to develop and release regularly scheduled newsletters, blog posts and other communications activities as identified.
- Work closely with the Director of Engagement to conduct research and information gathering on Southeast priority places in support of developing Community Progress' targeted strategy for supporting communities impacted by VAD properties.

Advance Special Initiatives in Priority States

- Work closely with the Director of Engagement to coordinate and execute a metro-Atlanta focused learning cohort focused on catalyzing the development of energy efficient, climate resilient, and wealth generating affordable housing in metro Atlanta at the scale of neighborhood infill. The cohort will bring together local land banks, small-scale developers of color, and others to identify strategies and relationships that can help to lower the barriers created by decades of systemic racism that prevent communities of color from accessing Atlanta's real estate and finance sectors. Specific tasks for this position include, but are not limited to:
 - Maintaining project management systems to track tasks and accomplishment of project milestones;
 - Maintaining internal reporting platforms to show progress, document recommendations, and memorialize processes for grant reporting and future program design;
 - Drafting scopes of work, memorandums of understanding, and other contracting documents for local partners, vendors, and any other participants;
 - Organizing events and/or interfacing with local partners hosting events to ensure all logistics, supplies, materials, food, etc. are provided;
 - Supporting the Director of Engagement in creating agendas, keeping notes, preparing content for grant reporting and other updates to internal and external partners; and
 - Other duties as assigned by the Director of Engagement
- Support the Director of Engagement's work to advance Georgia focused VAD policy and strategies. Tasks for this role include:
 - Attending monthly meetings of the Georgia Association of Land Bank Authorities (GALBA), and other GALBA meetings as assigned by the Director of Engagement;
 - Coordinating meetings with state level organizations including but not limited to the Georgia Association of Code Enforcement, Habitat for Humanity of Georgia, Georgia Advancing Communities Together, Carl Vinson Institute of Government;
 - Identifying additional Georgia organizations and their leadership to support deepening Community Progress' relationships in the state; and
 - Other duties as assigned by the Director of Engagement.

Administration

- Support the Director of Engagement's work to create a framework for evaluating Community Progress engagement in Southeast priority communities (including metrics of success, tracking change over time, and strategies for community engagement and inclusion) to present to Education, Leadership, and Engagement team.
- Regularly engage with Community Progress staff and leadership team to provide expertise, insight, and support for development of future educational resources and initiatives.
- Other duties as assigned by the Director of Engagement in support of the overall goals of the Education, Leadership, and Engagement team.

Reporting Relationships

The Associate Director reports directly to the Director of Engagement. Currently no staff report to the Associate Director.

Qualifications

The Associate Director of Engagement must have:

- A demonstrated commitment to public and community service with an enthusiasm for Community Progress' mission and equity, inclusion, and justice.
- An awareness of the history of unjust policies that have contributed to disinvested communities and racial inequities, and a commitment to working with leaders in the field to develop new policies and programs that prioritize racial and economic justice.
- The ability to multitask and effectively manage deadlines and multiple priorities in a fast-paced environment.
- A passion for creating and maintaining systems that help their projects and assignments stay organized, on top of deadlines, and on budget.
- Exceptional attention to detail and strong organizational ability.
- A proactive, collaborative style and ability to partner with colleagues and external partners to solve problems, seize opportunities, and advance the mission of the organization.
- Strategic thinking skills to identify, prioritize, and take advantage of opportunities for engagements and partnerships.
- Strong relationship-building skills and a demonstrated ability to work with individuals, groups, and policymakers with opposing points of view and diverse political perspectives.
- Strong public speaking skills.
- Willingness to travel approximately 35 percent.

Required Experience

A bachelor's degree and 5–7 years of experience, professional and/or personal, in fields related to systems that impact vacancy and abandonment, including but not limited to, community development, affordable housing, municipal finance, delinquent property tax enforcement, housing and building code enforcement, public land acquisition and disposition, rental regulation, civil rights, and fair housing. Candidate's additional education may substitute for experience, and additional experience may substitute for education.

Compensation & Benefits

The salary range for this role is \$75,000–\$80,000. Starting salary will be determined based on the depth of expertise and experience a candidate brings to the position.

Additionally, Community Progress provides an excellent and comprehensive benefits package that includes:

- 401(k) employer matching contributions
- 100 percent premium coverage for medical, dental, and vision insurance
- Long term disability and life insurance plans
- Access to Health Savings Account or Flexible Spending Account
- Generous paid holidays, personal days, and sick time
- Professional development allowance

Application Instructions

Ready to join our team? Submit a compelling cover letter, resume, and one writing sample that demonstrate concise and engaging writing skills [via this online form](#). We will review applications on a rolling basis until the application window closes on **Wednesday, March 13, 2024 at 5:00pm ET**.

Equal Opportunity Employment

The Center for Community Progress (Community Progress) does not discriminate on the basis of race, color, national origin, disability, age, or sex in administration of its programs or activities, nor does it intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights. Community Progress' Chief Administrative Officer (CAO) is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implemented by 40 C.F.R. Parts 5 and 7.

If you have any questions, or believe that you have been discriminated against with respect to a Community Progress activity, you may contact **Courtney Knox**, CAO, at cknox@communityprogress.org or at (877) 542-4842. You may also visit our website for more information: <https://communityprogress.org/notice-of-non-discrimination/>.