

Director of Place-Based Initiatives Position Description

Job Title:	Director of Place-Based Initiatives	Revision Date:	
Department:	Mayor's Office of Community Empowerment & Opportunity (MCEO)	Hiring Manager:	Denise M. Carter
Salary Range (optional)	Commensurate with experience	Application deadline:	July 28, 2017
Position Type	Full-time Exempt		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

The Mayor's Office of Community Empowerment and Opportunity (CEO) is the City's anti-poverty agency. Housed in the Health and Human Services Cabinet of the Managing Director's Office of the City of Philadelphia, the agency pursues two strategies:

1. Provide direct funding to support anti-poverty efforts. As Philadelphia's Community Action Agency, CEO allocates Community Services Block Grant (CSBG) to non-profit partners through performance-based contracts that increase opportunity for low-income individuals, families, and communities.
2. Implement the City's anti-poverty plan, *Shared Prosperity Philadelphia*, which focuses on five strategies — improving housing security, increasing access to public benefits and essential services, improving economic security and asset building, early learning and workforce development — by aligning the efforts of the city's public, private and non-profit stakeholders in support of ambitious goals in each of these areas. In addition, CEO serves as the lead agency for Philadelphia's Promise Zone, a place-based effort to implement these strategies in a section of West Philadelphia.

For more information, please visit www.sharedprosperityphila.org.

Position Summary

The Mayor's Office of Community Empowerment and Opportunity (CEO) is seeking a mission-focused, seasoned, strategic leader, with a strong knowledge of the philanthropic community and the political landscape in Philadelphia, to assume the role of Director of Place-Based Initiatives, to lead the City of Philadelphia's effort to coordinate activities and partners in the Promise Zone.

The Promise Zone is a federal initiative designed to address the challenges of areas of deep and persistent poverty across the country. Instead of providing new programs or services, the Promise Zone helps existing organizations work together to increase opportunities for residents living, working, and going to school within its boundaries. The West Philadelphia Promise Zone is focused on a two-square mile section of West Philadelphia, and has organized across six subcommittees (Education, Workforce Development, Housing, Health and Wellness, Public Safety, and Economic Opportunity) to coordinate existing and future efforts in the area to advance critical goals. The subcommittees are comprised of government agencies, local universities, nonprofit

Director of Place-Based Initiatives Position Description

organizations, and neighborhood associations that are engaged in these issues. The work is coordinated across subcommittees by an Executive Committee that is composed of the co-chairs of each subcommittee and CEO.

Essential Functions

Program Management: Oversee the development of work plans for six Promise Zone issue areas and the identification of roles for each of the partners. Recruit key stakeholders to participate in subcommittees and contribute in other ways to ensure strong engagement and representation from stakeholders across the Promise Zone area. Support the work of Promise Neighborhoods by identifying and increasing the capacity of eligible entities, build cradle-to-career solutions, develop systems and identify resources, and review overall program impact and student outcomes.

Supervision: Supervise five AmeriCorps VISTAs who manage the day-to-day work of the subcommittees, including the facilitation of communication between meetings; preparing agendas; tracking follow-up items from each meeting; developing action plans and identifying roles for partners; leading research efforts and the development of materials to advance work of the group. The VISTAs also attend community meetings and events, manage social media accounts, and develop a bi-monthly newsletter to update residents on the activities of the Promise Zone. VISTAs will be sited at CEO for three to four days of the week, and be hosted at partner sites in West Philadelphia the remaining days.

Communications and Community Engagement: Develop communication materials for the press and the public; oversee the development of a community engagement plan; keep in regular contact with leaders of civic associations; oversee the development and execution of community events, such as resource fairs.

Fundraising: Work with the Mayor's Office of Grants and federal liaisons to track new Notices of Funding Availability (NOFAs); work with the Executive Committee to identify the best positioned organization to apply for grant opportunities through the federal and state governments as well as with philanthropic organizations; lead efforts to apply for funding for Promise Zone projects on behalf of CEO; support efforts to apply for funding for Promise Zone projects by other organizations; manage the process of providing letters of support for Promise Zone projects.

Data and Evaluation: Work with the Assistant Director of Planning and Evaluation to refine metrics of success, create a dashboard of key indicators, track progress, and report to partners on these efforts.

Strategic Alignment: Provide strategic support to CEO initiatives in the Promise Zone, including BenePhilly, the Entrepreneurship Consortium, the Financial Empowerment Centers, job training programs, and others.

Competencies, Knowledge, Skills and Abilities

The Director of Place-Based Initiatives should have experience in outreach, fundraising, systems thinking, strategic implementation, public speaking, writing for diverse audiences, and building new and innovative projects from their infancy. S/he must be able to work independently and as a team member. A track record of successful collaboration with sister agencies/programs/organizations is essential, in addition to excellent skills in Word, PowerPoint, Excel, and other office software.

Director of Place-Based Initiatives Position Description

Qualifications (Education and Experience)

A successful candidate will possess a minimum of a bachelor's degree, and five to seven years of work experience in government or non-profits. S/he must be able to work evening hours and weekend hours, as required. Experience and relationships working within the Promise Zone area and Philadelphia preferred.

Must possess and maintain a valid driver's license. Must be able to work evening and weekend hours, as required.

Additional Information

Click here to apply

Successful candidate must be a city of Philadelphia resident within six months of hire.

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>