



The mission of MDHA is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: March 15, 2019
Position Closing Date: April 1, 2019**

Job Announcement

**Position: ENVISION COMMUNITY PARTNERSHIP MANAGER
CONTRACT POSITION
Salary Beginning at \$66,069**

Under direction of the Director of Recapitalization or his/her designee, act as the connector for MDHA, partners, residents, and community members in implementation of the People Plan component of MDHA's Envision program. Lead position for coordinating implementation activities and performance measures across the partner network. Performs related duties as required.

MDHA offers competitive salaries and an amazing retirement program.

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REQUIRED EDUCATION, EXPERIENCE AND LICENSES:

Bachelor's degree in social/behavioral science, non-profit management, business or public administration or a related field and three (3) years of relevant experience in the fields of community outreach, program management, or social services. Preference will be given to applicants with experience in working with organizations similar to MDHA.

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL FUNCTIONS

- Assists the Director of Recapitalization or his/her designee with development, promotion, and implementation of Envision master plans related to the redevelopment of MDHA public housing sites, with a particular focus on their People Plan component;
- Serve as the connector for MDHA, partners, residents, and community members to implement Envision People Plans:
 - Engages service providers, nonprofits, government agencies, business partners, resident/community associations, merchant associations, etc. to form and maintain a comprehensive partner network focused on implementation activities
 - Coordinates the creation and tracking of performance measures for People Plan implementation activities across the partner network
 - Assists in scheduling and marketing of on-site services provided by partners
 - Attends and participates in community meetings and civic programs
 - Collaborates with MDHA grant writers and partner network members on joint funding opportunities
- Execute MDHA programing related to People Plan implementation, such as MDHA's ConnectHome Napier & Sudekum program, as directed
 - Collaborates with MDHA grant writers on MDHA-specific funding opportunities
 - Assists in securing additional community resources and supportive services to benefit projects
 - Manages projects including:
 - Identifies and assesses project barriers/problems and develops solutions
 - Monitors outcomes and assesses project for effectiveness; makes rapid course corrections when needed to ensure project success
 - Monitors program budget carefully, including review and approval of financial documentation for sub-contractor payments
 - Maintains records and compiles data for statistical, financial and narrative reports as well as newsletters;
 - Plans and implements engagement events that enhance implementation projects
- Assists the Director of Recapitalization or his/her designee to periodically refresh People Plan goals and strategies throughout the Envision implementation process
 - Coordinates periodic Resident Needs Assessment updates
 - Works with the partner network to use updated Needs Assessment and other data to evaluate changing needs in Envision target areas to develop resources and programs to address those needs

- Represents the Director of Recapitalization as assigned to do so
- Carries out other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively in all forms of information media with the public, with residents of MDHA housing, with the Board of Commissioners and with departments and agencies of the Metropolitan Government;
- ability to speak effectively in public to large groups;
- ability to write clearly and understandably;
- ability to plan, organize and direct various programs; knowledge of methods and principals involved in assessing program effectiveness and the ability to make rapid course corrections to ensure program goals will be met;
- knowledge of community resources;
- ability to establish and maintain effective working relationships with public and private entities;
- ability to work under tight deadlines; strong organizational skills;
- ability to deal tactfully yet respectfully with the public;
- knowledge of programs and activities relating to urban and community development, public housing, rental assistance, affordable housing, commercial revitalization, and the policies and procedures of MDHA;
- willingness and mental and physical abilities to perform the duties involved in this classification. Skilled use of Microsoft Word, Excel, Outlook and PowerPoint. Working knowledge of photography and photographic equipment;
- ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

EQUIPMENT USED

Personal computer, case management and financial management software, employee's automobile, general office and audio-visual equipment.

SUPERVISION EXERCISED

May supervise the work of interns as assigned by the Director of Recapitalization.

LICENSE REQUIRED

Valid Tennessee driver's license

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

Apply at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

**Metropolitan Development and Housing Agency
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Nashville, Tennessee 37206
www.Nashville-MDHA.org
TDD#252-8599**

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.