



The Boston Project Ministries Director of Neighborhood Ministry House Job Description

The Organization

Mission: The Boston Project Ministries [TBPM] is a non-profit Christian community development organization, which engages and equips neighbors, volunteers, and congregations to build strong communities characterized by God's shalom. **Location:** We are located in the Talbot-Norfolk Triangle [TNT] neighborhood in the Codman Square, Dorchester section of Boston, serving the 525+ families that reside within our 13-streets. **What We Do:** From our Neighborhood Ministry House, we run a host of relational-based youth and family programs including a Homework Center, teen employment, youth and adult Bible studies, a summer park program, and more. We are also a founder and key support to the community organizing and civic stewardship efforts of the TNT Neighbors United association. This work includes connecting neighbors-to-neighbors and resources, active transit and healthy eating initiatives, home weatherization, urban planning, and local leadership development. Finally, we assist low-income homeowners, seniors, and partner organizations by mobilizing 500+ volunteers a year, many whom are from church partners, in community betterment projects. **Vision:** Our vision is that every neighborhood in New England will be a place of God's shalom. To that end, we are committed to encouraging, training and bridging communities throughout New England. Together, these efforts lead to wholistic (spiritual, physical, social-emotional, economic, etc.) individual and community transformation.

Position Summary

The candidate should love people and love community work. This fast-paced, full-time position requires multi-tasking, problem-solving, decision-making ability, and willingness to work with a diverse constituency. The Director of Neighborhood Ministry House (DNMH) is responsible for providing overall leadership and staff supervision around the relational and program strategy, development, and management for TBPM's neighborhood activities. This includes both internal operations and external partnerships that advance our mission. As part of the Executive Leadership Team, this position will contribute to setting the vision and strategies that will further the mission and desired outcomes of TBPM. A key element of this position will be coaching the team (staff and volunteers). Due to the faith-based nature and responsibilities of this position, the candidate should be a follower of Jesus Christ. The DNMH reports to the Executive Director.

Key Accountabilities

- Strong leadership, interpersonal, organizational and communication skills
- Ability to research, analyze and recommend best practices
- Strategic big picture thinker and planner rooted in youth, family and community work experience
- Experience in program strategy, development, outcome-measurement, and supervision
- Ability to care for, supervise and equip employees across multiple program areas
- Competency to provide pastoral type care for individuals and families
- Ability to work professionally with many partners (parents, residents, City of Boston, elected officials, church partners, funders, etc.)

Responsibilities include, but are not limited to:

Visionary: Program Vision and Strategy

- With the Executive Leadership Team, create, implement, and evaluate strategies for how various outcome-based programs can best achieve TBPM's mission and desired impact
- With Executive Director, set annual vision, operating plan, and budget goals for programmatic activities

Builder: Program Development, Implementation, and Evaluation

- Develop with staff logic models and outcome measurement tools for programs and activities; research, analyze and recommend best practices for programs
- Create strategies to strengthen TBPM's connection with parents/guardians/families/neighbors
- Assist with direct service work with children, teens, and/or families during school year and summer, as agreed upon; spend relational time with neighbors; participate in TNT Neighbors United association

Manager: Staff Supervision & Training

- Recruit, hire, train and supervise employees; including seasonal employees (adults, college students, teenagers)
- Provide staff with orientation on job expectations, ensure skill development and goal setting, promote self-care, facilitate conflict resolution, and perform performance evaluations for directly supervised staff
- Lead team meetings, set work hours and program schedules; approve weekly time sheets
- Ensure program staff recruit, manage, and celebrate volunteers in all programs
- Oversee daily operations of the house including scheduling space, cleanliness, and assisting neighbors.

Pastoral: Christian Faith Work

- Provide Christ-centered spiritual guidance for youth, neighbors, or staff who are interested; is understanding of the religious or nonreligious beliefs of people and is respectful of such
- Ensure that our spiritual-based programs are theologically in alignment with our statement of faith
- Builds bridges between TBPM and churches; willing to speak at churches on behalf of TBPM
- Pray regularly for neighbors and neighborhood

Networker: Development / Collaboration / Fundraising

- Write, edit and proofread reports for grant funded programs
- Participate in efforts to strengthen and build partnerships with other organizations aimed at fostering the development of collaborative projects and funding
- Engage in community outreach promoting TBPM's programs and services to increase the agency's visibility with neighbors, partner agencies and potential donors

Skills and Experience

Again, this position requires a love for people and love for the community. The DNMH must have proven program leadership and management experience, and commitment to the principles of Christian Community Development (<http://www.cdda.org/>). Strong written and verbal communication skills a must.

The candidate must be willing to have a flexible schedule. Both community and ministry work often require evening and weekend hours. Anticipate 1-2 evening commitments per week and on average 1-3 weekend commitments per month. Schedules are adjusted accordingly. Weekend commitments decrease during the summer program season.

Technical: Proficiency with Microsoft Office and Google Suite required; graphic design a plus.

Preferred: Bilingual Spanish/English, neighborhood resident.

Compensation

This is a full-time salaried position that is exempt under the Fair Labor Standards Act. Salary is commensurate with experience. We offer benefits including health and dental insurance and paid time off. A CORI/SORI background check will be required. We are looking for a candidate willing to make a 3-5 year commitment.

All qualified applicants are encouraged to apply.

Please send cover letter and resume to Katie Ballah at katie@tbpm.org.