

VIRGINIA COMMUNITY VOICE

Job Title:	Director of Community Engagement
Reports to:	Executive Director
Direct Reports:	RVA Thrives Community Advocates, Collaboration Coordinator, Youth Coordinator, Community Engagement Coordinator

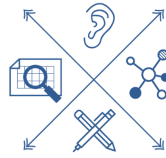
Director of Community Engagement

Position Description:

The Director of Community Engagement is a critical piece of the Virginia Community Voice (VACV) Leadership Team. This role works to develop and implement a long-term strategic growth plan for the following initiatives within the RVA Thrives Program: RVA Thrives Steering Committee, Housing Working Group, Greening Working Group and Youth Voice Team. The Director of RVA Thrives is a public leader and strategic thinker who builds meaningful relationships with a variety of constituencies and models the organization's values and culture. They are responsible for making sure that members of the community stay engaged and that community voices are being heard through the Steering Committee, Working Groups and Youth Voice Team in neighborhoods along the Richmond Highway Corridor.

General Responsibilities:

- Lead the RVA Thrives Program and advance its purpose to build community leadership and power over decisions affecting the South Richmond community
- Measure progress of the RVA Thrives Program by setting realistic goals and measurements; tracking data and sharing with appropriate audiences
- Work with the Executive Director and Strategic Partnerships Director as well as the Administrator to set realistic budgets for the RVA Thrives Programs and track expenditures
- Manage a small team of full-time and part-time staff including the Youth Programs Coordinator, Collaboration Coordinator, Community Advocates, and the Community Engagement Coordinator. Provide weekly support to this team, including one-on-one conversations, group meetings, and on a quarterly basis, check-in with each member to assess their personal and professional needs.
- Demonstrate a team approach that is mindful of the division of roles with clear responsibilities
- Integrate new ideas and strategies from the 2023-2027 strategic plan and move them through the implementation stage
- Conduct all work through a racial justice and socio-economic lens, with a focus on traditionally marginalized communities, and the intersections of power and privilege.



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RVA Thrives Responsibilities (75% of effort)

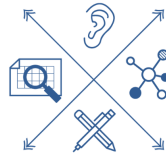
- Facilitate monthly meetings of the RVA Thrives Steering Committee and Working Groups (Housing and Greening). This includes preparing meeting agendas at least one week in advance for three monthly meetings, sending a high-level agenda to members so they are informed of what to expect from the meeting, and within 48 hours of each meeting, sending a summary of notes including next steps, to the group members.
- Maintain a high level of communication with Southside neighbors and community members outside of monthly meetings (i.e., phone calls, meeting agenda collaboration, timely follow-ups, and at least one 1-1 with each current member of the Steering Committee, Housing and Greening Working Groups per month)
- Work closely with the Director of Policy and Advocacy to “hand-off” issues neighbors are working on using VACV’s community engagement process (LISTEN-CONNECT-CRAFT-REFLECT), at the stage when the issue is moving toward a policy / advocacy solution
- Oversee VACV’s Youth Voice Team and support the Youth Programs Coordinator to ensure youth voice is equitably incorporated into decision-making about RVA Thrives
- Prepare and present RVA Thrives Program reports at quarterly Board Meetings
- Write / compile a monthly RVA Thrives Newsletter to all the members of RVA Thrives

Other Responsibilities (15% of effort)

- With the Community Voice Blueprint Team, provide content expertise for trainings.
- With the Fund Development Team, ensure the funding needs of the RVA Thrives Program are clearly expressed; support grant writing, program budgeting, evaluation, and reporting
- With the Communications Team, prepare content for the monthly organizational newsletters
- With the Partnerships + Volunteers Team, respond to requests from potential community partners to volunteer or invest time in Virginia Community Voice
- With the Participatory Budgeting Team, design and implement a community-led decision making process for the investment of VACV funds into community projects
- As needed, provide support and input to the Leadership Academy Director on their efforts to listen to the community, and design and launch VACV’s new leadership program for South Richmond neighbors
- As needed, provide support and input to the Center for Well-Being Director on their efforts to listen to the community, and design and launch VACV’s new healing hub (*the director has not been hired – this will likely happen in 2024*)

Qualifications

- Ability to recruit new neighbors through one-to-one conversations as needed
- Lived experience/degree in social work
- Lives in the neighborhood /community where organizing is taking place
- As needed depending on the neighborhood, speaks both Spanish and English



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- Outgoing, passionate about the community
- Strong ability to troubleshoot and re-calibrate in the face of challenges
- Community developed evaluation experience
- Detail oriented
- Teachable
- Creativity and flexible thinking with strong attention to detail
- Ability to manage timelines and projects
- Able to work well with diverse communities and groups
- Able to work well independently and as part of the team
- Formal community organizing training is ideal but not required
- Project Management experience

Compensation

- This is a salaried, full-time position that pays \$68,900 per year
- This is a hybrid position with flexible hours and a very family-friendly environment
- VACV pays health-care premiums for full-time staff, offers a non-accrual leave policy and paid quarterly breaks for all staff

Virginia Community Voice is committed to having a diverse staff and as such we strongly encourage applications from People of Color, members of LGBTQIA+ and gender non-conforming communities, people with disabilities, and people with other diverse backgrounds and lived experiences. Virginia Community Voice does not discriminate against any person or employee on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, U.S. Veteran status, criminal record, or association with a person or group with one or more of these actual or perceived characteristics.

Interested Candidates should email cover letter and resume to Lea Whitehurst-Gibson, Executive Director at lea@vacommunityvoice.org. Position is open until filled.