

Job Title:	Director, IndyEast Promise Zone	Job Category:	Director
Department:	Support Services	Full /Part Time	Full
Date Updated:	December 7 th , 2015	Exempt/Non Exempt	Exempt
Supervisor:	CEO	Temporary/Seasonal	

Our Mission:

The John Boner Neighborhood Center inspires neighbors and partners to improve the quality of life on the Near Eastside by providing tools for change and growth.

Position Goal to Support Mission:

The Promise Zone Director works with partners and neighbors to maximize opportunities to create a vibrant and thriving near eastside community.

Job Description

Position Summary: The Promise Zone Director will advise and lead the development and implementation of the IndyEast Promise Zone (IEPZ) Initiative. The IEPZ is a ten-year federal designation received by the Near Eastside in support of the neighborhood's quality of life plan designed to promote existing and new comprehensive community development initiatives. The Director will oversee and manage the implementation of specific Promise Zone program priorities in the areas of affordable housing, economic development, job creation, education and public safety.

Essential Functions:

1. Oversees the management and implementation of the IndyEast Promise Zone plan, strategies and activities in conjunction with implementation partners, funders, stakeholders, civic leaders and neighborhood residents.
2. Oversees the effective functioning of the Live, Buy, Work, Safe and Learn IndyEast committees. Organizes committees in a manner to meet the IEPZ objectives and goals.
3. Supervises all VISTA members assigned to the IEPZ and other volunteers as requested.
4. Manages and oversees the collection of IEPZ data and outcomes and reports those to various stakeholders.
5. Provides direct support for IEPZ implementation partners on various efforts and initiatives.
6. Coordinates IEPZ efforts with the Near Eastside Quality of Life Planning process, and where appropriate, the Martindale and Southeast Qualities of Life conveners/stakeholders.
7. Serves as the primary liaison with the City of Indianapolis and HUD on IEPZ activities.
8. Builds and coordinates coalitions, taskforces and working groups as appropriate for the implementation of the IEPZ plans and efforts.
9. Develops and manages the IEPZ communication strategies for partners, funders, stakeholders, civic leaders and neighborhood residents.
10. Coordinates the vetting of proposed projects seeking preferential points or support of the IEPZ initiative for funding or other resources.
11. Other duties as assigned by the CEO.

Qualifications/Knowledge/Skills/Abilities:

- Bachelor's degree required in public administration, public policy, urban planning, business, social work, social justice, social sciences or related fields. Master's degree preferred.
- Minimum of five years of experience in working in the non-profit or government/public sector fields with progressive experiences directly related to community development.
- Previous experience in a leadership position including program/project management and supervision of other employees.
- Demonstrated knowledge and experience with federal, State and public sector programs, grants and resources.
- Experience and relationships with working with IEPZ partners and near eastside neighborhood groups preferred.
- Exceptional written, oral and public speaking skills required.
- Ability to manage multiple tasks, assignments, and processes including planning and executing work in a rich and highly collaborative environment.
- Must be able to work evenings and weekends, as required.