



CONVENE.

CONNECT.

IMPACT.

815 W. 63rd Street, 2nd Floor, Chicago, IL 60621 • Phone: (773) 488-6600 • Fax: (773) 488-6601 •  
www.teamworkenglewood.org • www.englewoodportal.org

## Director of Community Programs and Development

Teamwork Englewood is a leading community-based organization in the Greater Englewood neighborhood in Chicago. We look to support and serve residents through economic, educational and social development. The Director of Community Programs and Development will manage four key programs; the Englewood Quality of Life Initiative, which is a comprehensive community planning effort, the Parent Mentor Program that supports and organizes parents of Englewood youth to be advocates for quality education, the Englewood Women's Initiative that supports women in the neighborhood with wrap around services and Youth programs that provides enrichment opportunities for school-age young people. The Director will lead in developing internal strategy for programming, modifying and improving current programs, as well as establish and maintain relationships with key stakeholders.

The ideal candidate should be mission driven, innovative, and flexible to the changing dynamics in community development. This role reports to the Executive Director and supervises staff members. This is a minimum two-year, grant-funded position with opportunity for extension based on available funds.

### KEY DUTIES AND RESPONSIBILITIES:

- Monitors and evaluates all programming related to the community development programs and supports quality implementation of the programs.
- Manages and helps build relationships with partners, funders, and other stakeholders.
- Supervises, coaches, and motivates program staff at various levels of experience.
- Leads program strategy using asset-based community development methods.
- Cultivates grassroots leadership opportunities via participatory planning and program design.
- Resolves conflict among key stakeholders through restorative practices.
- Ensures all program reports, budgets, and deliverables are being completed by their designated deadlines as set by grantor, leadership team or Executive Director.
- Conducts and supports research around innovative approaches in community development and programs.



CONVENE.

CONNECT.

IMPACT.

815 W. 63rd Street, 2nd Floor, Chicago, IL 60621 • Phone: (773) 488-6600 • Fax: (773) 488-6601 •  
www.teamworkenglewood.org • www.englewoodportal.org

- Collaborates with other programs/ outside of the department to ensure wholistic implementation of all Teamwork Englewood programs
- Represents the organization in local and citywide initiatives.
- Builds out necessary administrative protocols and systems for implementing and managing program effectively.

#### **QUALIFICATIONS:**

Candidates must meet the minimum qualifications as detailed below. *Some minimum educational requirements may be relaxed if extensive professional experience can be demonstrated.*

- Bachelor's degree required; Master's degree preferred with relevant coursework (such as social/human service, urban planning, public policy/administration, business management, or nonprofit management)
- Approximately 5 years of full-time experience in community planning, leadership development, and/or program evaluation
- Knowledge of Englewood or similar southside communities and the issues impacting these areas.
- Entrepreneurial, creative, innovative approach to solve problems.
- Experience managing relationships and coalition building.
- Excellent cross-cultural, intergenerational, and interpersonal skills
- Strong project management skills and attention to detail
- Excellent oral and written communication and comfort with public speaking
- Ability to work independently or in team settings and with minimal supervision.
- Proficiency with Microsoft Office suite, Google suite tools
- Database management experience preferred.

Other Requirements: Position requires frequent travel to area community organizations and businesses.

Work Schedule: (Full-Time) Availability of work flexible hours, some evening hours and weekends may be required.

Salary and Benefits: Salary commensurate to experience; health insurance included.

Please send your cover letter and resume to [employment@teamworkenglewood.org](mailto:employment@teamworkenglewood.org) .