

# DIRECTOR OF COMMUNITY ACTION

## MADISON PARK DEVELOPMENT CORPORATION

Madison Park Development Corporation seeks a senior manager to lead our Community Action Department work. Work includes all the duties of managing a department charged with innovating and implementing a wide range of programs designed to further our mission of self-sufficiency and social well-being in our community. Duties will include supervision of staff, budget development and monitoring, collaboration with multiple community partners, grant writing and reporting, planning process facilitation, and participation in the senior staff team of the organization. Programs include youth engagement and leadership, public health initiatives, workforce development, and civic engagement and public safety.

### Qualifications:

- 7+ years of senior management experience in the field of community development, with relevant experience in program areas listed above;
- Track record of building and managing efficient and sustainable organizations
- Senior level financial management experience;
- Experience with strategic program development & evaluation, and collection and use of data to analyze and report outcomes;
- Working knowledge of community organizations and leaders in the area.
- Strong interpersonal skills; ability to work with diverse cultures; commitment to low and moderate income communities of color;
- Grant writing and fundraising experience;
- Fluency in Spanish and English preferred;
- Demonstrated ability to organize and execute multiple projects;
- Microsoft Office proficiency required; familiarity with customer relationship management software preferred;
- Excellent written and verbal communication skills;
- BA required; MBA or advanced degree in related field preferred.

*MPDC values diversity in its workforce and candidates from a wide range of backgrounds are encouraged to apply.*

**Send resumes and cover letters to:**  
**janetgrogan@comcast.net**