



JOB POSTING | COMMUNITY DIRECTOR

Break Away is a national nonprofit that supports thoughtful and ethical community-based learning through training, assisting, and connecting campuses and communities. We're working to create a society of active citizens - people who make community a priority in their values and life choices.

we are small but mighty. we're looking for colleagues who:

innovate
overdeliver
adapt quickly
feel and practice ownership
invest time, energy, and resources well
believe what they do matters

THE POSITION:

The Community Director has a key role in the financial sustainability, strategic planning, program marketing, and technology development at a growing nonprofit doing our part to build capacity in communities through education, resource sharing, and intentional citizen engagement. The Community Director works alongside and in close partnership with the Executive Director and our other leaders, the Programs Director and Membership Director.

The Community Director is responsible for leading external partnership development with NGOs, nonprofits, and neighborhood-based organizations; creating professional development resources for individuals working with volunteers; setting division strategy and revenue goals; and supporting and expanding the current network of more than 900 community organization members. The Community Director position is relatively new and offers a unique opportunity for a motivated individual who is invested in leading the innovation and growth of an emerging aspect of our work.

YOU'D LOVE WORKING HERE IF:

- You're self-motivated and driven. You get satisfaction from dreaming up a new initiative, brainstorming endless possibilities for its completion, and bringing it to life.
- You communicate clearly and efficiently. You can explain anything to anyone. Aha moments for others feel like a job well done for you.
- A busy inbox and an active to-do list doesn't stress you out, it's enlivening. The nonprofit motto of "doing a lot with a little" is one you respect and you're ready to jump into it.

- A fast-paced workplace where no day looks the same is what you're looking for: tasks range on the broad spectrum of uneventful to thrilling, but you know every bit of work contributes to the well-being of the organization.
- You're detail-oriented: you love a clean spreadsheet and a well-edited outreach message. Updating a contact record or correcting a mis-typed phone number feels like a worthy victory because you know it matters.
- You appreciate being part of a small, close-knit team: engaging in dialogue to find creative solutions to organization-wide problems, eating homemade snacks during staff meeting, and sharing the joys and hardships of your work.

A DAY MIGHT INCLUDE:

- Having a video chat with the Executive Director of an International NGO for a 45-minute consultation session to better reach volunteers
- Sorting out a billing issue and resetting a few member account passwords
- Codifying division-wide outreach goals and writing and editing the messaging to support your plan
- Calling the Volunteer Coordinator of a National Park unit to help update their member profile over the phone
- Brainstorming curriculum ideas with co-workers to update resources available to members
- Drafting a training agenda and booking travel for an upcoming strategic planning retreat you're facilitating for a DC-based organization

YOU'LL BE RESPONSIBLE FOR:

strategy + partnership development

- Set and meet budget and programmatic projections
- Develop new revenue streams that sustain the organization and support our mission
- Build and maintain external partnerships that expand our reach and raise visibility
- Integrate emerging trends into current work
- Collaborate with other divisions to pilot new initiatives and curriculum

member support + connection

- Refine existing resources, design and develop new handouts and toolkits
- Proactively engage member organizations - though small and large-scale outreach campaigns
- Assist member organizations in navigating online tools, provide technical support
- Create evaluation and assessment tools to drive strategy

accounts + data management

- Update web pages and databases
- Maintain detailed internal records
- Use data and technology to sharpen strategy and improve workflow efficiency

training + consultation

- Develop and host in-person retreats, trainings, and consultation sessions for non-profit leaders - virtual and in-person
- Research and write new curriculum

- Present at external conferences and networking events

YOU HAVE:

- Bachelor's degree (or commensurate experience) and 3+ years professional experience - in particular, experience with nonprofits or community-based organizations
- Demonstrated ability to successfully execute revenue generating programs
- Proven ability to build and sustain successful partnerships at the local, regional, and national level
- Proven understanding of project management
- Demonstrably strong communication skills – written and verbal, for large and small groups
- Experience teaching and facilitating - building curriculum, leading workshops
- Commitment to social justice work

IT'S HELPFUL IF:

- You have knowledge and experience with volunteer management practices, alternative break programs, community organizing, and the broader volunteer sector
- You've led successful evaluation and program consultations for external organizations
- You bring tech skills: Wordpress; Salesforce; Mailchimp; and something we don't even know about yet
- You have strong creative writing and editing skills
- You've read the book *Abundant Community* and want to tell everyone about it

HOURS: 40 hours/week, Mon-Fri plus evenings and weekends as needed. Expanded hours during the summer to support our summer conferences. Relief time available.

LOCATION: Atlanta, GA. Occasional travel required.

BENEFITS: \$35,000 - \$37,000 - also includes health-care benefits, generous time off, and a flexible work environment.

TO APPLY:

Please submit a resume and cover letter to Executive Director, Sam Giacobozzi - sg@alternativebreaks.org. Submissions received before February 14th will receive priority attention. Any questions about the position may also be directed to sg@alternativebreaks.org - no calls please. Anticipated start is late March - early April 2019.

Break Away is committed to building a diverse organization dedicated to our core values of inclusion and justice.