

# **Neighborhood Engagement Hub**

## **Position Description**

**Job Title:** Executive Director  
**Supervision:** Works under the direction of the Board of Directors  
**Status:** Full Time  
**Compensation:** \$54-64,000 plus benefits

### **PURPOSE AND GENERAL DESCRIPTION**

The Neighborhood Engagement Hub (NEH) was formed seven years ago by a group of Flint residents seeking to empower community members to create vibrant neighborhoods. In those seven years, under its current leadership, NEH has grown to become one of the significant forces in neighborhood redevelopment in Flint. Now, following a covid hiatus, NEH is looking to play an even greater role in the revitalization of a great, small Michigan city, with an extraordinary history, and is seeking a new Executive Director with the commitment and passion to lead that effort. NEH's mission is to strengthen and restore neighborhoods by providing a source for information, education, facilitation, project development, advocacy, and supportive equipment and materials.

Redevelopment over the past 20 years in Flint has focused on the downtown area. The emphasis is now shifting to the neighborhoods. NEH believes that strong and unique neighborhoods are critical to the revitalization of the entire city of Flint. Its effort to support the creation of vibrant neighborhoods is focused on providing the tools, capacity and educational resources necessary to aid resident leaders in their work.

NEH has three primary program areas dedicated to fulfilling its mission – the Community Tool Shed, Community Center, and Neighborhood Support Services.

### **QUALIFICATIONS:**

**Education:** Bachelor's degree required

**Experience:**

- 3-5 years of nonprofit management experience
- Commitment to empowering neighborhood residents in the City of Flint
- Excellent written and verbal communication skills and the ability to connect and communicate with diverse audiences
- Experience with fundraising, including grant writing, sponsorship requests and donor cultivation
- Financial management experience, including budget development and management
- Experience working with a nonprofit board of directors

### **Responsibilities:**

- Support the growth and management of the Neighborhood Engagement Hub
- Work with the Board of Directors to develop and execute strategies for growing and sustaining the organization
- Manage the organization's finances and provide oversight to all grant contracts to ensure appropriate management and reporting
- Develop, maintain, and conduct organization activities in accordance with annual budget

and grant budgets

- Manage NEH staff and ensure that staff meet program deadlines, evaluation requirements and remain within budget for ongoing projects
- Assist community members in development of action plans, resource development and project implementation
- Manage day to day operations of the organization
- Act as a liaison between institutional partners and community members seeking support to realize their vision for the community
- Ensure NEH is in compliance with state and federal requirements by completing annual document filing including, SAM registration, 990, annual financial audit, annual workman's compensation audit, among others

Please send a cover letter, resume, two recommendations, and a writing sample to by July 30, 2021 to the contact below.

Richard Ramsdell, NEH Secretary  
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