



Job Opportunity

Leadership Development Program Manager -- Resident Leadership Academy, Mel King Institute for Community Building

The [Massachusetts Association of Community Development Corporations](https://www.macdc.org) (MACDC) is an association of mission-driven community development organizations dedicated to working together and with others to create opportunities for people of diverse incomes and backgrounds to access housing that is affordable, benefit from economic opportunities, and fully participate in the civic life of their community. We operate as a membership organization with 100 members and associate members across the Commonwealth. MACDC's small, agile staff supports association members as they pursue these ambitious goals in their communities and pursues a policy agenda reflecting the interests of the entire sector.

MACDC launched the Mel King Institute for Community Building in 2009 with MassHousing, LISC, and other partners to foster vibrant and thriving Massachusetts communities by advancing the skills, knowledge and leadership ability of professional practitioners, residents and volunteer or community leaders. The Resident Leadership Academy hosts the Public Housing Training Program (PHTP) which provides training, capacity building and networking opportunities for Public Housing Resident Commissioners that sit on Local Housing Authority Boards. The Racial Equity Pledge, launched in 2021 engages MACDC members in addressing Racial inequities through strategic goals that impact CDC programs, governance, and organizational outcomes.

Job Summary

The Leadership Development Program Manager will have knowledge of the community development field and best practices in training and capacity building. This critical role will support both the [Resident Leadership Academy](#) (approximately 80%) which includes the Public Housing Training Program (PHTP) and the Board Training Series and the [Racial Equity Pledge](#) (approximately 20%) while also contributing to the overall mission of the Mel King Institute (MKI) and MACDC. This role will work in collaboration with the Mel King Institute team and share MACDC's overall commitment to Justice, Equity, Diversity, and Inclusion in all aspects of the organization's internal and external operations. This position may require attendance occasional evening and Saturday training events or cohort meetings. This position reports to the Director of the Mel King Institute.

Primary Duties

Coordination

- Lead the coordination, scheduling, and delivery of PHTP (Public Housing Training Program) trainings with assistance from part-time MKI staff and MKI trainers.
- Manage a statewide network of public housing residents by facilitating learning and networking through Roundtable opportunities online and in-person.
- Work with MACDC's Staff Accountant to reconcile RLA finances.
- Manage data and communications content for RLA with MK Program Coordinator.
- Provide administrative support and produce RLA program materials.
- Reignite and manage Boston Housing Authority tenant training schedule and network-building.
- Convene the Racial Equity Pledge Implementation Team and Adopters for Cohort conversations (Quarterly) in partnership with the Director of the MKI.

Programming

- Plan and facilitate PHTP training sessions, activities, and webinars with Mass Union and partners.
- Collaborate on the design of MKI's Leadership Development series for CDC (Community Development Corporations) Board members.
- Along with all MACDC staff, assist in the implementation of MACDC organization-wide events, including the Annual Meeting (November), MACDC Lobby Day (Spring) and the Mel King Institute Breakfast (June).

Qualifications

- Four or more years of leadership development, facilitation, and curriculum design in relevant work environment, or background in community development, community engagement, and Public or affordable housing, and adult education and learning.
- Demonstrated interest in social change, popular education, and leadership development.
- Experience in nonprofit programs planning and coordination of activities and events in person and online.
- Strong verbal and written communication skills.
- Demonstrated leadership potential and willingness to take initiative.
- The ability to work well independently and in teams.
- Able to manage multiple projects and maintain timelines and deadlines.
- *Required Technology* Microsoft Office Suite, especially Word, Excel, PowerPoint, and Outlook.
- Experience in Salesforce, Zoom, Canva, email marketing software a plus.

Compensation and Benefits

This is a full-time, salaried, exempt position with a salary range of \$70,000 -- \$80,000 commensurate with experience and qualifications. MACDC also offers a comprehensive and generous benefits package which includes health insurance (80% paid by MACDC), dental, group life and disability, 403b plan with \$400 monthly employer contribution, and significant paid time off. MACDC values professional development and makes opportunities for training available through the Mel King Institute and external partners. MACDC is currently operating as a hybrid organization with a minimum of two days in-office.

Application Process and Additional Information:

MACDC is an equal opportunity employer and views diversity, inclusion, and cultural competence as vital guiding principles in its work. MACDC welcomes and encourages applications from BIPOC individuals, members of the LGBTQ+ community, persons with disabilities and others who may contribute to the diversity of the organization and reflect the diversity of the communities served.

Apply by e-mail to careers@macdc.org with “Leadership Development Program Manager” in the subject line. Please include your resume and a cover letter describing how your qualifications and experience match the needs and mission of MACDC and the Mel King Institute. Applications will be accepted until the position is filled.