Organization
District Bridges is a 501(c)(3) nonprofit organization with a mission to enrich neighborhood vitality by bridging community engagement and economic development opportunities so individuals, businesses, and organizations can thrive together.

Primary Roles: Relationship Building, Ecosystem Development, Team Integration

Exempt, full-time

Description
The Director of Community Navigation (DCN) is a full-time position, responsible for developing and implementing a ward-based strategy that leverages DB’s neighborhood programs and community partnerships to develop a holistic approach to address community needs. The DCN oversees a team of Community Navigators focused on street outreach, connective services, and volunteer engagement. The DCN serves on the Strategic Initiatives Team (SIT) reporting directly to the Executive Director (ED) and working collaboratively with the Deputy Director and other SIT roles.

Responsibilities

Relationships
- Identify and develop a strategy to manage key stakeholder relationships across the ward-based connective services team including local government, organizational partners, providers, etc.
- Develop and manage partner relationships through MOUs and contracts; and
- Support the Community Navigators in convening necessary stakeholders to address ongoing management, needs assessment, and resource brokering.

Management
- Manage the ward-based team of Community Navigators, and ensure integration with the other neighborhood-based programs;
- Oversee the successful implementation of the individual program and team workplans to achieve annual goals;
- Develop and manage an ongoing schedule of outreach, engagement and supportive services with neighborhood programs;
- Oversee the implementation of the outreach and engagement strategy for the Placekeepers programs; and
- Track performance against goals and share learnings on how and where to improve.

Communications
- Develop and oversee internal and external communications for messaging about the Community Navigator program;
- Consistently share learnings from the initiative through blogs, coordinating with the social media contractor, etc.;
- Promote and engage potential partners and key stakeholders to further support the development of a sustainable model;
- Prepare and deliver testimony on an as needed basis to support policy and budget priorities; and
- Work with the ED and Director of Development (DoD) on the development of grant writing, contract bids, and direct donor engagement.

**Data Collection and Reporting**
- Ensure meaningful, measurable goals are set for each priority;
- Ensure that data is gathered and properly collected, stored, analyzed in the Salesforce platform; and
- Report on the impacts, achievements, and expenses of the ward programs to the SIT and Board of Directors on a quarterly basis and grantors as required.

**Events**
- With the team, specifically the Events and Engagement Managers, work to plan, promote, and execute outreach and engagement events across the ward that engage diverse stakeholders;
- Ensure events are used as an opportunity to bring together all relevant community stakeholders and gather data on participants; and
- Cross-promote the work of the partners involved in ward-based work.

**Fundraising**
- Work with the ED and DoD develop and implement fundraising strategy to support the sustainability and development of the ward-based work;
- Seek opportunities to solicit private and public-sector support, in the form of grants, gifts, donations, and contracts;
- Build relationships with donors and donor groups who work in areas related to District Bridges’s mission and ward-based work; and
- Maintain accurate records in Salesforce.

**Organization**
- Participate in the Strategic Initiatives Team throughout the year
- Participate in annual goal setting and work planning using EOS (Entrepreneurial Operating System), ensuring that all program activities map to the overarching organizational goals and adhere to the District Bridges Strategy Screen
- Participate in a vertical and horizontal Annual Review Process
- Support other ward-based team members with projects, events, etc.
Skills, Knowledge, and Experience

- Fluency in Spanish is required
- High School Diploma or GED required
- Bachelor's degree preferred
- 4-6 years experience in community engagement, community development, connective services, organizing, direct social service provision, volunteer management and/or relationship development preferred
- 2-3 years managerial experience preferred
- Technical proficiency, with experience in project management and CRM systems, is required
- Strong customer service skills with the ability to communicate easily, respectfully, and professionally with stakeholders of all ages, ethnicities, and socio-economic backgrounds is required
- A collaborative, cooperative, and persistent mindset is required
- Experience working with individuals who have a history of housing insecurity, substance use disorder and/or mental health challenges a plus

Physical Requirements
This role needs to regularly traverse the corridor to meet with community stakeholders and maintain a presence, as well as lift up to 40 lbs. and consistently operate a computer and other office productivity machinery.

Compensation
Salary is commensurate with experience. In addition, District Bridges offers a competitive benefits package including:

- 100% medical insurance coverage at the Silver Level and access to dental insurance at a group rate
- Unlimited PTO after 90 days
- Paid Federal and Local Holidays (16)
- Access to mental health benefits
- Access to an organization sponsored 401K plan
- Access to commuter benefits
- Professional development opportunities
- Family leave