



108 Church Street, 3rd Floor | New Brunswick, NJ 08901 | 732.640.2061 phone | 732.543.1201 fax | www.newjerseycommunitycapital.org

ETC Program Director

Passionate about groundbreaking community development and mission-driven leadership in a growing organization? Interested in cutting-edge community development, neighborhood revitalization, and developing mission-driven strategies? If so, we want to talk to you!

New Jersey Community Capital (NJCC) is a community development financial institution with a mission to create thriving communities through strategic investments and knowledge. East Trenton Collaborative (ETC) is a community development and organizing initiative that works with community leaders, residents, and nonprofit partners to revitalize and reinvigorate the East Trenton neighborhood pursuant to a broad-based neighborhood plan. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented staff and motivating environment. NJCC and ETC embrace diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Job Overview

The ETC Program Director leads and drives forward the work of ETC. The dynamic position requires aligning strategic, community engagement, management, and operations functions to achieve ETC's short-term and long-term goals. ETC goals range from addressing quality of life issues, such as dumping, flooding, improving public spaces, and reducing abandonment to creating jobs for youth, recruiting, and supporting small businesses, redeveloping homes, and commercial spaces.

Essential Functions

- Oversee day-to-day operations and revitalization strategy development of ETC, integrating perspectives of community leaders, residents, nonprofit partners, and other stakeholders.
- Oversee coordination with NJCC's real estate subsidiary Community Asset Preservation Corporation (CAPC) on ETC's housing and commercial real estate revitalization strategy.
- Provide ongoing strategic leadership to ETC, identifying opportunities and developing strategies to expand impact.
- Drive forward and manage the financial strategy for ETC, including identifying funding opportunities (public, private, and foundations), grant writing and reporting, and coordinating with internal and external partners.
- Manage facility at ETC to ensure safe and efficient operation and grow its impact as a community asset and hub.
- Manage and exercise supervision over sub-grantee partners and contractors.
- Recruit, hire, train, develop, and direct staff, fellows and volunteers, review and evaluate staff performance, and develop strategies to motivate staff and achieve goals.

- Strategically build ETC as a collaborative by developing and cultivating neighborhood leaders and organizational partners and ensure that neighborhood leaders, residents, and partners meaningfully participate and add value to ETC efforts.
- Educate community, nonprofit, and government stakeholders on ETC programs and community development strategies.

Qualifications

- Extensive history (5-7 years) in related field or equivalent experience required.
- Bachelor's degree in Urban Planning/Policy or related field.
- Experience in neighborhood planning, community development, community organizing, and/or community advocacy, especially working in low-income/diverse communities and working in a collaborative environment.
- Skills in grant writing and management, including proposal writing, budgeting, and reporting.
- Ability to exercise stewardship of ETC, ensuring property management functions are completed and expanding its programming as an asset and hub for the neighborhood.
- Understanding of social issues, neighborhood revitalization strategies, and topics in community development.
- Strong leadership and strategic thinking abilities.
- Excellent interpersonal communications and relationship management skills.
- Ability to cultivate and maintain relationships with community residents and other diverse stakeholders (government and nonprofit) and grow organizational partnerships.
- Ability to build unity, resolve conflicts, and instill in all stakeholders a sense of common purpose.
- Ability to work independently and self-directed on projects.
- Have a flexible schedule to attend community meetings and events on nights and weekends and respond and troubleshoot building/facility issues.
- Ability to speak and read Spanish strongly preferred.

Work Location

The position is located at 601 N Clinton Avenue, Trenton, NJ 08638.

Work Schedule

Business hours run from 8:30 a.m. to 5:00 p.m.

Compensation & Benefits

We offer a competitive nonprofit annual salary based on experience and skills (\$60 – \$65K), as well as a generous benefits package, including health, dental, disability and life insurance after 30 days of service; 401(k) retirement plan after a year of service; flexible spending accounts, including medical, dependent care, and transportation; and 25 paid leave days, including sick and personal days plus 12 paid holidays.

To Apply

If this exciting opportunity appeals to you, please email your résumé to kcastillo@njclf.com and include “ETC Program Director – *Your Name*” in the email subject line.

Check us out at www.newjerseycommunitycapital.org and www.east-trenton.org!