Vacancy Collaborative Director
Job Description
St. Louis Vacancy Collaborative

Position Summary:
The Vacancy Collaborative Director is responsible for directing and managing the efforts of the St. Louis Vacancy Collaborative (VC). The role of the VC Director is to be a neutral facilitator and convener who supports the VC in setting priorities, developing work plans, evaluating progress, and building partnerships with stakeholders. The VC Director currently supervises two additional team members. The VC Director’s role also includes fundraising, governance, and implementing policy priorities.

About the St. Louis Vacancy Collaborative:
The VC is a coalition of community members, private and non-profit stakeholders, and City agencies committed to reducing vacant property in St. Louis. The VC exists to harness the power of coordination to create new forms of equitable development, support neighborhood-led planning, improve community health, and encourage alternative land uses that create community assets. Since 2018, the Collaborative has grown from a volunteer steering committee into a multi-stakeholder coalition of over 40 organizations, 12 City departments, and hundreds of volunteers.

This position is housed at Community Builders Network of Metro St. Louis (CBN). CBN serves as the fiscal agent and staff home for the Vacancy Collaborative. As the primary staff for the VC, the VC Director takes direction from the Vacancy Advisory Committee. To learn more about the Vacancy Collaborative, visit www.stlvacancy.com. For more information about CBN, visit www.communitybuildersstl.org.

Who the VC is Looking For:
The VC is looking for a leader for the next phase of its growth and development. The VC Director will be someone who thrives in an established, but evolving, coalition who can build on an existing foundation to implement plans and achieve longer-term financial and structural sustainability. The ideal candidate is a nimble, adaptive, and highly collaborative team leader skilled in bringing diverse stakeholders together to achieve common goals. They take time to build relationships and consensus, while also moving projects and initiatives forward toward results. Above all, they are committed to advancing racial equity, equitable development, community priorities, and longer-term systemic change.

Desired Skills & Qualifications:
- Experience leading collaborations or complex partnerships, including with a wide variety of people
- Passion for addressing vacancy, engaging in community development, and building partnerships
- Understanding of St. Louis’ history and the causes of our current vacancy challenge, familiarity with urban communities, and knowledge of the built environment and/or physical infrastructure of cities
- Commitment to advancing racial equity and equitable development
- Ability to effectively facilitate and lead meetings, build trust among community and government partners, repair trust when necessary, and work transparently
- Excellent project management skills
- Experience in leadership/management positions and supervising team members
- Excellent communication and presentation skills (oral and written), including Microsoft Office
- Experience with grant writing and reporting
• Experience with monitoring and measuring collective impact
• Professional or extensive volunteer leadership working in community development, public policy administration, social work, urban planning, or related field is a plus, but not required
• Willingness to work in a variety of settings, including virtually at times, and occasional hours outside the normal business day as needed

Duties:
Facilitation and Governance
• Support all activities of the Vacancy Advisory Committee (VAC): recruitment, facilitation, meeting minutes and agendas, overarching strategy in partnership with the VAC co-chairs and members
• Oversee additional VC team members, providing management and supervisory support
• Maintain relationships and connections with VC partners, including City agencies

Policy and Evaluation
• Oversee the development, implementation, and evaluation of the VC’s work plans and serve as the connector across the different working groups implementing the plan
• Develop continuous evaluation and feedback mechanisms to understand the efficacy of the VC, potential improvements, and alignment with the VC’s guiding principles
• Advocate for resources to implement VC priorities and support the work of the many partner organizations tackling vacancy in St. Louis

Fundraising and Grant Management
• Lead efforts to apply for grant applications, host fundraising activities, and pursue other forms of financial sustainability for the VC
• Conduct grant management, implementation, and reporting for existing and awarded grants

Communications and Engagement
• Ensure that multiple voices are represented in events, speaking engagements, media, and outreach and that communities most affected by vacancy are centered in the work
• Serve as the primary point person for setting up media interviews, outreach to elected officials, and other public-facing communications
• Represent the VC in some public speaking engagements and other community events or as a part of relevant outside committees

In addition, provide management and oversight for:
• Community engagement efforts with neighborhood residents and neighborhood groups
• Website, newsletters, and other communications or public-facing materials
• The VC’s electronic files and folders
• Customer service for public inquiries and requests about the VC
• Support for co-chairs of Working Groups with recruitment, work plan implementation, and leadership (including providing direct logistical support in partnership with other staff members, i.e. minutes, attendance, follow up etc.)

The VC Director may be requested to perform job-related tasks other than those specifically described above.

Salary and Benefits:
Full time position with pay range between $43,000-53,000 commensurate with experience. Health and dental benefits are available.

To apply for this position, please send a resume and cover letter to Tara Aubuchon at tara@communitybuildersstl.org by Wednesday, June 11, 2021