



BLDG (Build. Live. Develop. Grow.) Memphis

Position Description – Advocacy Director

Summary

BLDG Memphis is a coalition of organizations and individuals who support the equitable redevelopment of healthy, vibrant, attractive, and economically sustainable neighborhoods throughout Memphis. BLDG Memphis drives investments in Memphis neighborhoods through building capacity in members, public policy, and civic engagement. As detailed in the [2020-2023 BLDG Memphis Strategic Plan](#), one of BLDG Memphis' most important areas of work is advocating for policies that advance neighborhood investment as well as resources for community development organizations (CDCs) & stakeholders to expand their work to drive equitable development in Memphis.

The Advocacy Director leads BLDG Memphis' policy efforts, with support from the Executive Director and Policy Committee, to advance a focused policy and advocacy agenda that supports community development activities and advances equitable development, with a focus on strong, livable neighborhoods for Memphis. *See our website for more info on our Advocacy objectives.*

Reporting

This position reports to the Executive Director and supervises the Advocacy and Engagement Specialist.

Core Responsibilities

Policy and Advocacy

- Develop and implement an annual policy and advocacy agenda and associated work plan to advance community development issues in Memphis and promote equitable development with input from BLDG Memphis members and partner organizations via the Policy Committee structure.
- Communicate the annual policy priorities community wide through the coordination and participation of BLDG Memphis community engagement events.
- Expand and coordinate the involvement of BLDG Memphis members in our advocacy efforts, including staffing and management of the Policy Committee structure.
- Represent BLDG Memphis and its members on local, statewide, and national policy coalitions.
- Develop effective relationships with public officials and other advocacy organizations to support BLDG Memphis policy activities at all levels of government, which may involve travel.
- Monitor, analyze and report on local, state and federal policies and legislation that impact the community development sector.
- Conduct research, write reports and other education materials to support BLDG Memphis' policy efforts.
- Work with BLDG Memphis Director of Communications & Development to develop messaging strategies that support policy issues and advance advocacy activities, campaigns, etc.

Organizational Capacity Building Support

- Work with the Capacity Building Director to develop individualized Advocacy strategies for member CDCs to help build their political networks in government as well as their community networks around public policy issues.

- Using the five year assessment, the CDC Industry Report, develop benchmarks of evaluation to measure success in the community development, and refine programs as needed.
- Identify and manage web tools and project management technology to deliver streamlined Advocacy strategies.

Member and Stakeholder Relationships

- Work with the Executive director and other staff to recruit and retain a strong membership network, with particular emphasis on CDCs.
- Cultivate and maintain close working relationships with key community partners, including capacity building funders and providers.
- Represent BLDG Memphis on selected task forces, committees, etc.

Other Activities

- Work with the Executive Director to secure funding for Advocacy programs from sponsorships, fee-for-service contracting, and grants.
- Perform contract-specific monitoring and agency reporting related to the Advocacy program.
- Compile, maintain, and report monthly, quarterly, annual Advocacy program assessment and evaluation.
- Work with the Executive Director and Bookkeeper to establish protocols for financial record keeping and contract payments.
- Work with other staff to develop and implement an annual work plan that supports the organization's strategic priorities.
- Supervise program area staff and collaborate with other program areas and staff.

Qualifications and Requirements

- Demonstrated interest in and commitment to community development, neighborhood reinvestment, and the [organizational values of BLDG Memphis](#) to improve the quality of life for low income and disadvantage communities.
- Adept at working with a diverse set of stakeholders, including neighborhood residents, nonprofit leaders, government officials, business leaders, and others.
- At least 5 years related senior management position experience, in public policy, as well as experience with community development efforts consisting of economic development or urban planning in areas such as affordable housing, pedestrian safety, or transit.
- Advanced Degree or relevant Professional Certifications are preferred, (MPA, MPP, AICP, etc.).
- Superb experience with public speaking and facilitation to present, train, and instruct groups and individuals.
- Comfortable using and learning technology tools. (GIS experience is a plus.)
- Excellent communication skills, including writing and public speaking.
- Ability to work independently with minimal direction and as part of a collaborative team.
- A flexible management style, energetic and enthusiastic, efficient and productive with proven experience in project management, staff supervision, coaching and multiple project coordination.
- Exceptional attention to detail/organization skills.

Compensation

The starting salary for this position is \$60,000, based on experience and qualification. The base salary is augmented with professional development opportunities and a competitive benefits package offered through Adams Keegan including:

- Paid time off, holidays, and sick leave as per BLDG Memphis policy.

- Automatic employer contribution to 401k retirement account (3% of base salary). Employee may designate additional contribution. Subject to a six-month waiting period.
- Employer-sponsored \$25,000 life insurance policy.
- Access to employer-sponsored health plan, with 80% of employee-only premium paid by BLDG Memphis. Subject to a 60-day waiting period.
- Access to voluntary benefits including dental, vision, short- and long-term disability insurance, flexible spending account, and life insurance.
- Employer-paid Employee Assistance Program.

To Respond

Interested candidates should send their resume, three professional references, and a cover letter to engage@bldgmemphis.org. Please include the position in the email subject. Resumes will be accepted until the position is filled. The interview process is rolling until the position is filled beginning May 23, 2023. The interview process will include in-person interviews with BLDG Memphis staff members and representation from BLDG Memphis membership.

Workplace Diversity & Equal Employment Opportunity

BLDG Memphis cultivates a work environment that encourages fairness, teamwork, and respect among all employees. We are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally. BLDG Memphis is an equal opportunity employer. We will not discriminate against an employee or applicant for employment because of race, religion, sex, national origin, ethnicity, age, physical disabilities, political affiliation, sexual orientation, color, gender identity characteristics or expression, marital status, veteran status, or medical condition. Opportunity is provided to all employees on the basis of qualifications and job requirements.

Posting Date: May 3, 2023