

**DUTCHTOWN SOUTH**
COMMUNITY CORPORATION**Dutchtown South Community Corporation****Position Description****Job Title**

Gravois Jefferson Catalyst

Reports to

Executive Director

Position and Function

Dutchtown South Community Corporation (DSCC) is the community development corporation for four southeast city neighborhoods which include Marine Villa, Mount Pleasant, Gravois Park, and Dutchtown. DSCC is advancing neighborhood vitality through community empowerment, housing stabilization & real estate development. As a community convener and facilitator for neighborhood level change and decision-making, this is achieved through our Gravois-Jefferson Historic Neighborhood Plan implementation, advocacy initiatives, organizational committees and fee for service projects.

In collaboration with local elected officials, neighborhood organizations, and other community stakeholders, we facilitated a community-driven planning process for the Gravois-Jefferson Historic Neighborhoods: The area defined by Gravois on the north, Meramec on the south, Grand on the west and Jefferson on the east. Together we developed a shared community vision and strategies to ensure the long-term growth and vitality of the area. Over twelve months, residents and other stakeholders in the area engaged to set 314 recommendations on topics ranging from youth services, to safety to environmental concerns. Eight thematic chapters in the plan cover all of these goals, developed with a Racial Equity Lens. The bulk of the community planning work was done through an open public engagement process using a combination of focus groups, public roundtables, design workshops or charrettes, and open houses.

In May 2018, the Gravois-Jefferson Historic Neighborhood Plan was adopted by the Planning Commission of the City of St. Louis. In partnership with community stakeholders, DSCC will ensure the implementation of the neighborhood plan that promises an improved quality of life for all residents new and existing by coordinating existing and future efforts. The primary role of the Gravois Jefferson Catalyst is to support the function of key working groups and committees to implement the plan, and consistently apply a racial equity lens throughout implementation. Implementation will be focused catalyzing activity on 26 prioritized actions by the end of 2021. The Gravois Jefferson Catalyst will also oversee signature activities and programs related to plan implementation such as the Gravois Jefferson Leadership Academy, Southside Rec expansion and STL Builds Credit. Some of these signature activities will be conducted in

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partnership with the members of our CD Collaborative (DeSales Community Development, Tower Grove Neighborhoods CDC and Lutheran Development Group).

Key Responsibilities*Partnership Management*

- Collaborate with the Executive Director to conduct partnership management for the implementation of 26 priority recommendations via management of 8 thematic working groups
- Coordinate a collective impact style approach using a Results Based Accountability framework with the thematic working groups via regular meetings, as well as ongoing one-on-one communications
- Support the Executive Director in signature activities hosted in partnership with the CD Collaborative (DeSales Community Development, Tower Grove Neighborhoods CDC and Lutheran Development Group), such as the Southside Rec expansion in collaboration with DeSales Community Development.
- Participate in Racial Equity training and ongoing CD collaborative application of a Racial Equity Lens and serve as conduit to application of this lens with all working groups

Resident Based Activities and Committee Coordination

- Coordinate the formation and ongoing support of a Development Review Committee and Citizen Plan Monitoring Committee to ensure resident engagement in plan implementation
- Communicate with all parties involved through phone calls, in person one on ones and email for updates on meeting times, location, set-up, and needed resources to execute effective committee meetings
- Conduct outreach to recruit residents for the Gravois Jefferson Leadership Academy and other leadership development opportunities through phone banking, social media, email/mailchimp, flyering, tabling, and presenting to local organizations

Administrative and Marketing

- Create and maintain a Google Drive documents to track key documents and files for all working group participants
- Track progress on priority recommendations and coordinate with DSCC hired technical consultant to display progress via online dashboard



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- Upload contacts to Mailchimp & Salesforce
- Conduct outreach to recruit residents for the Leadership Academy and other activities through phone banking, social media, email/mailchimp, flyering, tabling, and presenting to groups of people
- Create marketing materials and manage communications to market related programs such as the Gravois Jefferson Leadership Academy, Southside Rec expansion and STL Builds Credit
- Assist Executive Director with preparation of reports, compilation of records, document creation, and correspondence
- Assist Executive Director, other support staff and Board of Directors in its strategic activities to diversify funding including securing private/corporate donations and grant writing as needed.

Salary and Benefits

- Salary range is \$44,000-\$48,000, commensurate with experience
- Position provides paid time off (three weeks vacation; holidays; and sick days accruing at 0.5 days/two weeks), with additional time after two years with organization
- Position is full time at 40 hours per week and there is no overtime pay.
- Position includes flexible hours and various professional development opportunities

Minimum Qualifications

The Gravois Jefferson Catalyst will be thoroughly committed to DSCC's mission and core values.

Must demonstrate proven skills related to the duties of this position. Qualifications include:

- Bachelors degree required. Advanced degree in Social Work, Urban Planning or other relevant field preferred. Minimum 2 years of work experience in a similar setting. Specific training or certifications in project management and/or community engagement a plus.
- Ability to create and execute operational strategies that have taken an organization to the next stage of growth



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DUTCHTOWN

GRAVOIS PARK

MARINE VILLA

MT. PLEASANT

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- Unwavering commitment to community empowerment, racial equity, quality programs and data-driven evaluation and planning
- Excellence in stakeholder engagement, with the ability to strategically align partners, and manage and develop strong relationships with key staff at partner agencies
- Excellent written and verbal communication skills
- Action-oriented, entrepreneurial, adaptable, and innovative approaches to business planning, financial planning and program management
- Demonstrated ability to work well with diverse groups of people and willingness to challenge oneself and others to undo racism, homophobia, xenophobia, ableism, and other forms of oppression.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

If interested in applying for this position, submit a copy of your resume and a cover letter to Amanda Colón-Smith, Executive Director at amanda@dutchtownsouth.org.