NEIGHBORHOOD DEVELOPMENT CENTER POSITION DESCRIPTION

POSITION TITLE: National Grant and Data Manager	DATE:	03 11 19
DEPARTMENT: National Programs	AUTHOR:	I. Chanslor
SUPERVISOR: Founder/CEO	INCUMBENT:	
POSITION TYPE: FT		

ORGANIZATIONAL PURPOSE AND STRUCTURE

Established in 1993, Neighborhood Development Center (NDC) is a 501(c)(3) community-based non-profit organization that believes that "concentrated poverty needs concentrated opportunity" and therefore we concentrate and deploy our four entrepreneurship programs—Training, Lending, Technical Assistance, and Business Incubators—in the highest-need neighborhoods of Minneapolis and St. Paul—the ones with highest poverty suffered mostly by people of color.

As of December 31, 2018, NDC had trained over 5,600 entrepreneurs in mostly low-income inner-city neighborhoods; around 650 of these alumni are currently in business and have created an estimated 3,250 jobs (including business owners). Since 1993, NDC has also approved 907 loans totaling over $23.3 million, as well as provided 72,000 hours of business and technical assistance. NDC's incubators—such as Midtown Global Market in Minneapolis and Frogtown Square in St. Paul—have played and are continuing to play a major role in achieving these important, transformative economic and social impacts.

PURPOSE OF NATIONAL PROGRAMS

NDC created an alliance of organizations to support the adoption, adaption and evaluation of "building neighborhoods from within." This project aims to develop new ideas for scalability and sustainability, and to evaluation the approach across cities and promote makers nationally and locally.

Build from Within Alliance (BfW Alliance) is an association of community development groups locally adapting an effective and comprehensive community economic development approach to develop low-income entrepreneurship. This approach integrates: micro-enterprise training, lending, technical assistance and real estate resources in dozens of neighborhoods from Anchorage, Alaska to Wilmington, Delaware.

Each of the 9 local BfW Alliance Members (to date) utilizes the unique, comprehensive community economic development model developed by the Neighborhood Development Center (NDC), which has pioneered its approach for low-income communities of color over 25 years of work in the highest-need neighborhoods of Minneapolis and St. Paul, Minnesota.

POSITION PURPOSE

The National Grants and Data Manager will develop and then implement a comprehensive fundraising plan and implement and improve the existing evaluation plan for the national work. The goals are to secure funding for the annual national program budget, ensure all grant reporting is completed successfully, and lead and coordinate all the national data collection, reporting and analysis activities and systems.

The National Grants and Data Manger reports to the President/CEO. The incumbent will work extensively with the staff from national partners, Build from Within Advisory Board and key leaders in the philanthropic community.

MAJOR JOB RESPONSIBILITIES

1. National Grants: Expand the base of financial support for NDC's national program to increase contributions for BfW operations and BfW Alliance members. Provide leadership for all aspects of an effective fundraising program directed at private foundations, corporate foundations and federal government agencies, including:

   a. Communicate with existing funders regularly, updating them on stories, impacts, growth and other useful information;

   b. Provide timely and accurate reports to existing funders on the outcomes and impacts of their grants in accordance with their grant agreements, working throughout the year with NDC staff and BfW Alliance staff to ensure that all requirements of each funder is being met;

   c. Explore and pursue new funding possibilities for this work.

2. National Data and Evaluation: Provide leadership for all aspects of an effective and comprehensive data collection and evaluation program for the Build from Within Alliance.

   a. Organize all data in databases and assume ownership of these databases and their proper functioning and reliability, including creating data integrity standards.

   b. Gather and supervise the gathering of all outcomes and impacts data, Ripple Effect Mapping and other research conducted by BfW Alliance.

   c. Research and analyze data on a quarterly/semiannual basis to transform it into usable information for funders (applications and reporting).

   d. Manage all third party agreements and partnerships with evaluation and data consulting teams, including Wilder Research, Reinvestment Fund and Fiscal Policy Institute.

3. Greater Minnesota Grants: Work with CEO and other NDC staff and partners in Greater Minnesota to pursue public and foundation funding for capacity-building and program implementation of the NDC approach in appropriate communities in Greater Minnesota, and report on the same as required.

4. Make routinely used reports available and easily accessible to all.

5. Other duties as assigned.

KNOWLEDGE / SKILLS / EXPERIENCE REQUIRED

Education:
- Four year's bachelor's degree in a relevant field preferred, or equivalent certification programs.

Work Experience:

- A minimum of two years increasingly responsible experience in all aspects of nonprofit fundraising, including prospecting, cultivating and soliciting donor gifts from diverse sources (public sector, corporations, foundations and individuals), OR
- A minimum of two years increasingly responsible experience in research and data evaluation.

Personal Skills, Knowledge and Abilities:

- Demonstrated ability to work effectively with ethnically and economically diverse populations.
- Persuasive and strategic communicator, with excellent interpersonal and written communications skills.
- Ability to think strategically and to develop, execute and evaluate fund development, marketing and communications plans.
- Strong analytical and math skills.
- Proven ability to analyze program data and evaluation reports prepared by others and to incorporate key messages and findings in NDC fundraising materials.
- Results oriented and resilient when faced with challenges.
- Outstanding problem solver. Flexible and adaptable to change.
- Proven administrative and management skills.
- Ability to work independently.
- Demonstrates confidence, maturity and excellent judgment.
- Excellent technology skills, including high proficiency with MS Word, Adobe Software, Excel, Salesforce, and demographic and community data research tools preferred.
- Ability to prepare and organize materials for optimum presentation effectiveness.

HOW TO APPLY

Send resume to hr@ndc-mn.org or mail to: Neighborhood Development Center, 663 University Avenue, Suite 200, Saint Paul, MN 55104 EOE/AA