



JOB DESCRIPTION

Director of Community and Strategic Initiatives

ORGANIZATIONAL BACKGROUND

Innovan Neighborhoods is a people-centered development and consulting firm with a mission to advance community-anchored real estate development through innovative, collaborative solutions. From joint ventures for affordable single-family homes to spearheading phased, master-planned development initiatives in transitioning neighborhoods, we work with community stakeholders to construct and revitalize neighborhoods.

JOB OBJECTIVE

The Director of Community and Strategic Initiatives will manage our signature initiative, the Community Developers Roundtable (CDR). The [Community Developers Roundtable](#) is a collective network and capacity-building initiative for established diverse non-profit and for-profit community oriented real estate developers. Working alongside the CDR Coordinator, the Director will be tasked with managing the growth and sustainability of the Community Developers Roundtable through contributing to the initiative's strategic direction, including developing budgets and operating plans, overall program management, and relationships management to further the initiative's long-term goals.

Additionally, the Director will lead key strategic initiatives that enhance the community-oriented focus of our development projects. The Director will work closely with the Managing Partner to create unique strategies that coordinate development, financing, and partnerships goals, bringing current and future development projects to fruition. A successful candidate will be adept at building new initiatives from idea to implementation, with a lens of community, real estate, partnership, timing, and financial priorities.

ROLES AND RESPONSIBILITIES

Our director's major roles and responsibilities include:

- **Project Management:** Implementing and managing the Community Developers Roundtable alongside internal teams and stakeholders to ensure smooth collaboration and execution. Provide strategic guidance for initiative's success in the areas of program management, event management, fundraising, etc. Manage changes and interventions to ensure the program's goals are achieved. Oversee the creation and implementation of new strategic initiatives that meet the goals of Innovan's real estate development projects.

- **Budget Management:** Lead the planning and budgeting process for the Community Developers Roundtable and as well as support creation of the program budgets for new initiatives. Ensuring ongoing compliance with project budgets and schedules, and work to optimize cost efficiencies.
- **Assessment & Quality Control:** Submitting project deliverables and ensuring that they adhere to quality standards. Conducting post-project evaluation and identifying successful and unsuccessful project elements by gathering, analyzing, and summarizing relevant information.
- **Relationship Management:** Maintaining ongoing cordial professional relationships with internal and external entities and stakeholders, ranging from CDR Members and Alumni to chambers of commerce and financial institutions. Collaborate with Managing Partner to align partners' goals and strategic goals.
- **Team Collaboration:** Coordinating with cross-disciplined team members to ensure that all parties are on track with project requirements, deadlines, and schedules. Meeting with project team members to identify and resolve issues.

QUALIFICATIONS:

Our Director of Community and Strategic Initiatives should possess the following:

- Five to 10 years of professional experience in project management, community development, relationship management, and/or related fields.
- Proven experience as a director or manager of operations, strategy, project management or a similar role.
- Experience in affordable housing, community development, real estate finance, or real estate development is preferred.
- Adept in a start-up and growth-oriented business environment.
- Excellent communication and interpersonal skills (written and verbal).
- Proficiency in Microsoft Office Suite, ASANA (project management), and/or other relevant software.
- Detail-oriented with a focus on accuracy and quality.
- Strong problem-solving, analytical and critical-thinking skills.
- Ability to work well independently and within a team environment while balancing priorities and deadlines.
- Excellent customer service skills.
- Ability to work with diverse community groups.

WHY INNOVAN NEIGHBORHOODS?

- Opportunity to contribute to the operations of a dynamic and growing real estate company.
- Aligning community impact and real estate development, in an engaging work environment.
- Collaborative team culture.
- Hybrid work schedule that supports flexible work environment.

COMPENSATION AND BENEFITS

- Pay range of \$110,000-\$130,000. Compensation is based on experience.
- Role is a three-year grant funded position and will be structured as a full-time contractor position to align with funding terms. Long-term opportunities with the company will be determined as the work progresses.
- Contractor benefits include a professional development budget and incentive pay opportunities, based on performance evaluation.
- Hybrid work schedule for a Dallas-based position, and the role also requires in-person on-site visits, periodic meetings and events in Dallas and Fort Worth, TX.

CORRESPONDENCE & TIMEFRAME

- Interested parties should forward a current resume and cover letter to maggie@innovanneighborhoods.com with the subject line “**Innovan – Director of Community & Strategic Initiatives**”.
- The position will close on **October 4th, 2024**.

Join the Innovan Neighborhoods team and be a driving force in creating vibrant, community-focused real estate projects that positively impact neighborhoods and enhance the lives of residents. Apply your expertise and passion to shape the future of community-anchored development.