



## Co-Director: Director of Capacity & Development Job Description

**About the Urban Creators:** The Urban Creators (UC) is a North Philadelphia-based organization that uses food, art, education, and community organizing as tools to nurture resilience, self-determination, and equity in our community. Since 2010, we have transformed 2-acres of land into Life Do Grow; an urban farm, neighborhood creative commons, and an artistic venue for radical self-expression. As we enter our 12th season, we are planning to deepen the impact of our public programs and projects, while supporting the emergence of a new generation of growers, artists, educators, healers, organizers, and entrepreneurs.

We currently have a staff of 6 full-time and 4 part-time employees, and an annual operating budget of \$650,000. We operate Life Do Grow farm and one community garden, as well as several public programs, markets, and events, and are exploring opportunities to serve as a platform for emerging creators.

**Position Overview:** Our Director of Capacity & Development (DoCD) will be responsible for collaboratively leading the organization's strategic development, while building the financial capacity to sustain current projects and programs and pursue new opportunities for growth. Our DoCD will also work closely with our Director of Operations (DoO), as Co-Directors, to facilitate collective decision-making & accountability practices with our staff, report to the Board of Directors, and nurture an organizational culture rooted in love, respect, harmony, collaboration, mutual accountability, and commitment to our core values.

We are looking for a values-driven change agent to join our collective who has the skills needed to build organizational capacity, along with a passion for uplifting the leadership of those most impacted by the systemic injustices facing our community. An ideal candidate is someone with proven leadership and management experience, and demonstrated commitment to building a more just and equitable world.

## Roles & Responsibilities:

### 1. Co-Leadership & Program Support:

- a. Working with our Director of Operations to collaboratively:
  - i. Co-facilitate collective decision-making and accountability processes, ensuring that all members of the UC collective are participating in, and abiding by the organization's core values, community agreements, and meeting goals and objectives.
  - ii. Support department leaders with developing strategies to improve upon existing programs, projects, or earned revenue streams, while exploring new opportunities for growth.
  - iii. Support Program Managers with implementing evaluation strategies, and co-producing an annual report.
  - iv. Plan team building, personal/professional development, and learning opportunities for the staff.

### 2. Vision & Capacity Building:

- a. Stewarding the organization's mission by facilitating strategic planning and exploring opportunities for growth and evolution (*with a focus on 'deepening impact' as opposed to 'scaling'*).
- b. Cultivating relationships with strategic partners, funders, donors, and political allies.
- c. Strengthening, enhancing, and enriching UCs visibility and capacity to execute its mission by:
  - i. Managing media inquiries and other visibility opportunities
  - ii. Ensuring the organization has the tools, infrastructure, and organizational systems to be successful in executing its activities.

### 3. Resource Management & Fundraising:

- a. Implementing fundraising strategies in collaboration with UC board, staff, and strategic partners.
- b. Leading all fundraising and grant writing efforts.
- c. Cultivating relationships with, and engaging the support of key foundation, corporate, government, and philanthropic partners.

### 4. Finance & Administration:

- a. Administering staff payroll, contractor pay, and payment of all general operating expenses.
- b. Maintaining and updating all insurance policies, legal licenses & certifications, and admin records.
- c. 'Macro-Managing' organizational budget and finances. Working with our bookkeeper to review monthly finance reports and prepare annual tax filings. Produce annual financial reports.
- d. Facilitating and monitoring our participatory budgeting process, empowering departmental leaders to propose, manage, and report on their own annual and quarterly budgets.

## Critical Qualities:

- A collaborative approach to leadership, partnership development, and people management.
- Understanding of and interest in community-based efforts to build a more just world.
- Ability to successfully support groups that come together across race, class, gender, age, sexual orientation, and ability.
- Have experience working in either the arts, education, community development, or urban agriculture industries.
- Personal energy, enthusiasm, and demonstrated commitment to UC's mission.
- Comfortable working in a range of working environments, including outdoors and remotely; in groups/teams and alone; with flexible/adapting schedules.
- Strong problem-solving capabilities, project and people management skills, and facilitation experience.
- At least 3-5 years of experience with grant writing, fundraising, finance management, and organizational/program/business development.
- Ideal candidates have lived experience within urban communities of color addressing systemic inequities. BIPOC applicants are strongly encouraged to apply.

**Schedule & Compensation:** This is a full-time position with an annual salary of between \$60,000-\$75,000 year, commensurate with experience, with additional stipends towards transportation, personal/professional development, health and self-care, and generous leave time allowances.

## To Apply:

Submit materials to [jobs@phillyurbancreators.org](mailto:jobs@phillyurbancreators.org).

We will review applications and conduct interviews on a rolling basis throughout June and July, with an anticipated start date of August/September, 2022.

Your application should include:

- A. Resume or CV.
- B. Cover letter that speaks to who you are; what skills and experience you hope to bring to the Urban Creators team; why you are passionate about social justice, land sovereignty, and collaborative leadership; and why you think you would be a good fit for this position.
- C. Any relevant photos, videos, art, music, letters of recommendation(s), articles, etc. that speak to your passion. We welcome creativity!
- D. Contact information for 2 or 3 professional references.