



## UMUMR

### Community Builder (Developer) Job Description

#### Context:

UMUMR (United Methodist Urban Ministries of Richmond) is a faith-based 501(c) (3) nonprofit Virginia Corporation at work *connecting Greater Richmond to build community*.

UMUMR is strategically focused in two major areas. First, by partnering with area congregations, organizations and businesses, we co-create affordable housing communities: *building communities, bridging relationships*. These communities are designed not only to provide affordable, mixed use and mixed income housing opportunities, but also to assure food security, educational supports, healthcare, and social and spiritual development. UMUMR developments use “green” (eco-friendly) concepts, and include a community resource center composed of a large-capacity community room, computer lab/business center, office space, and site-specific special use rooms. Additional amenities include a community garden with community composting, recreational facilities and other amenities as identified by the Plan of Shalom and supported by community partners. Secondly, UMUMR deploys and coordinates the Communities of Shalom model as its primary community-empowering and community-transforming strategy. For the purpose of *building communities, bridging relationships*, an on-site community builder (developer) will work with the community to identify and organize assets to build, support, and sustain a healthy community: a Community of Shalom. Additionally, through UMUMR partnerships, a community chaplain or minister will provide spiritual support to the community.

#### Purpose & general scope of position:

If relationship building, community organizing and development, neighborhood pioneering, systemic transformation, social enterprise ventures, organizational collaboration, and building community action teams who are devoted to well-being pique your interest and describe your career – then you are an ideal candidate! In addition to being a strongly proactive team player and natural relationship builder you will have one year of community organizing & development experience; hold a bachelor’s degree in social sciences, master’s degree preferred; and have experience with working in multicultural environments, bi-lingual (English & Spanish) preferred.

In an assigned community, the Community Builder (Developer) deploys the Community of Shalom model (a plan of community development) in accordance with the UMUMR Strategic Plan to identify, organize, and support indigenous leadership and resources to manage the assets, needs and desires of the assigned community.

The Community Builder is directly responsible to and supervised by the UMUMR Executive Director.

The Community Builder collaborates directly with the site Shalom Team (local stakeholders), UMUMR Community Programs Director, and the UMUMR Housing Program Manager to

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accomplish goals defined in the locally-developed community action plan (Plan of Shalom) and UMUMR Strategic Plan.

The Community Builder insures that members of the Shalom Team participate in the Shalom Steering Committee/Advisory Council (CCUM) for the purpose of engaging with regional resources and insuring that Communities of Shalom benchmarks are met.

### **Specific responsibilities:**

The Community Builder will:

1. Build relationships of trust and trustworthiness with a diversity of community members (stakeholders)
2. Maintain a consistent presence in the assigned community, working from a UMUMR-established office in or near the assigned community
3. Serve as a central community-based (neighborhood) information and referral resource
4. Utilize the Community Builder (Developer) Handbook as a resource guide for the prosecution of the work of the position
5. Organize and produce neighborhood events (i.e. picnics, educational events, community discussions, etc.) to recruit broad neighborhood participation & relationship-building
6. Develop, maintain, publish and distribute a calendar of community events
7. Develop a community action (Shalom) team and/or participate with and support an existing community action (Shalom) team
8. Conduct and present research to identify issues, opportunities, rights and responsibilities relevant to community members
9. Identify, quantify, map, and regularly update a database of neighborhood resources
10. Identify and quantify community needs and develop and maintain a database of the needs
11. Recruit community volunteers & resources to support the community action plan (Plan of Shalom)
12. Assist with writing grants to support the Plan of Shalom
13. Attend and participate in weekly UMUMR staff meetings
14. Attend and participate in community action (Shalom) team meetings & Shalom Steering Committee/Advisory Council (CCUM) meetings
15. Pursue the work of the position within the established policies, procedures, and budget to maximize effectiveness and efficiency
16. Regularly evaluate and or participate in the evaluation of the community action plan (Plan of Shalom) and associated programs within the assigned community
17. Create and maintain records as necessary for the conduct of operations according to policies and procedures
18. Maintain knowledge of current concepts and best practices relevant to the work of the position
19. Successfully complete additional related duties as required by the Executive Director

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#### Minimum qualifications:

1. B.S./B.A. in social sciences required; MSW and/or MDiv or equivalent preferred.
2. One (1) year of community organizing/development experience in an urban environment
3. Ability and commitment to work some evening and weekend hours
4. Excellent analytical and problem solving skills
5. English Language mastery (oral & written) required; secondary language (oral & written) proficiency in Spanish preferred
6. Works well in team and independent environments
7. Demonstrated ability to facilitate both process and task group work
8. Demonstrated ability to lead community and or corporate projects to successful completion
9. Demonstrated success in a leadership role
10. Proficiency with research techniques to obtain and synthesize data
11. Ability to successfully operate standard office equipment including but not limited to computers, typewriters, copiers, calculators, facsimile machines, and telephones
12. Computer literacy including proficiency with Microsoft Word, Excel, Powerpoint, Publisher, Access and Outlook required, with proven ability to learn new software applications
13. Commitment to empowerment-based collaborative processes
14. Demonstrated experience with working in diverse urban environments
15. Ability to follow oral and written directions
16. Enthusiasm

#### Salary and Benefits:

1. Annual salary range \$29,500.00 to \$35,000.00 depending upon education/training and experience
2. Generous benefits package
3. Outstanding opportunities for personal and professional growth

#### To apply:

Resumes received until May 15, 2008. Resumes received after this time will not be considered.

Send cover letter, resume and references to; email: [hr@umumr.org](mailto:hr@umumr.org), fax: 804-266-9399; or land mail to UMUMR, 1010 W. Laburnum Ave., Richmond, VA 23227.