



Position: Community Development Manger
Reports to: Executive Director
Organization: Stars United Global Outreach
Location: Dallas, TX

Note: Due to COVID-19 most duties will be performed virtually until restrictions are lifted.

Organization Background:

Founded in 2015, Stars United Global Outreach (SUGO) is a Dallas based non-profit organization which provides free, daily after school and summer programs to children in need. Our goals for SUGO are the same we have for our own children. We want to create a positive atmosphere that will lead our youth in the best direction, to make sound educational plans, and career goals by providing life skills, leadership skills, and financial literacy with a keen focus on entrepreneurship. Additionally, we aim to provide strong mentors, and positive role models to help them know that they are not at risk but "at promise."

Job Description: The Community Development Manager leads the implementation of Stars United Global Outreach's programs and services that improve the quality of life and education in targeted neighborhoods and communities. This position assesses the development goals and educational needs of communities, evaluates the opportunities to work collaboratively with other organizations, and makes recommendations to organization leadership.

Key Responsibilities:

- Build, maintain, participate in, and strengthen strategic alliances and working partnerships with community-based organizations, community action groups, and local government departments
- Facilitate the process of entering into formal partnerships with other entities to meet community development goals
- Implement data collection and evaluation of community development work
- Coordinate with educational partners on educational equity and other signature projects
- Build relationships within communities where SUGO will be leading, mentoring, and educating our youth, and identify new partnering opportunities
- Partner with development staff to provide input, conduct research, and assist in the writing and preparing of grant proposals related to increasing educational, leadership and mentorship opportunities
- Identify emerging needs and issues that impact education and propose appropriate responses and advocacy priorities
- Within Stars United Global Outreach's target areas develop an understanding of neighborhood revitalization, asset-based community development, and neighborhood-specific educational issues

- Serve as an articulate, enthusiastic, and visible spokesperson for the organization
- Create and sustain strong working partnerships with other members of the team while also contributing to the culture of teamwork and collaboration within the organization as a whole

. Requirements:

- Commitment to serving people with low-incomes and communities of color, and advancing the critical call for equitable education
- Strong analytical, organizational, and planning skills as well as the ability to think strategically
- In-depth understanding of gathering and reporting on quantitative and qualitative research
- Ability to effectively work with, manage, and lead volunteers
- Multi-tasking expert; ability to manage various projects and deadlines; attention to detail a must
- Comfortable working in a collaborative environment, both as part of a team and independently
- Excellent written and oral communication skills; effective with diverse audiences

Minimum Qualifications:

- Bachelor's degree and/or equivalent work experience
- Four years minimum experience in roles of increasing responsibility and leadership
- Proven success in community development or as a community organizer
- Or an equivalent combination of education and experience

Preferred Qualifications:

- Experience working with low-income communities and communities of color in education, educational programs and related issues
- Local knowledge of Dallas area neighborhoods, specifically our target areas

Work Environment and Physical Demands

- The office is a fast-paced, business casual environment (currently adjusted due to COVID-19)
- This employee will routinely use standard office equipment such as computers, phones, and printers
- This position requires local travel between organization locations and community partners

Pay and Schedule:

The pay for this position is \$20 per hour. The hours for this position will range from 20-25 hours weekly. Tentative schedule is set for Monday through Friday approximately 10am – 3pm, will include weekends at times.

How to Apply:

If you are interested in applying for the position, please submit a cover letter and resume with at least 3 references in PDF format via e-mail to: info@starsunitedglobaloutreach.org. Please put “Community Development Manger” and your last name in the subject of your email.

To learn more about SUGO please visit our website www.starsunitedglobaloutreach.org.