



Job Title: Project Manager- Resident Leadership

Reports to: Healthy Richmond Senior Director

RCF Connects (formerly Richmond Community Foundation) strives for healthy, thriving communities that are safe and diverse, and where families flourish and children are given new hope for a bright and abundant future. RCF Connects partners with the community to inspire leadership and share the vision for work in five areas: Community Growth, Health, Restoring Neighborhoods, Education, and Public Safety. Our work is driven by a deep commitment to working with the communities we serve to strengthen economic, racial, cultural and social equity. This commitment is expressed both in the outcomes we are striving for and the ways in which we do our work. To learn more, please visit <http://www.rcfconnects.org/>.

Project Background & Description:

The Healthy Richmond initiative (HR) is committed to racial and health equity goals and actively supports collective campaign strategies that aim to shift systems policy and practice to benefit low-income communities and communities of color. As HR moves toward sustainability over the next 10 years, the partners envision a transformed community where resident leaders (youth & adults), community based organizations and system leaders work together to demand equity in education, economy, healthcare and safe communities to increase race equity and eliminate racism. To advance this vision HR must empower and mobilize organizational and resident leadership most impacted by race inequity and anti-Blackness to transform and make radical changes to address racism in our community and system in order to build power and reallocate resources. To learn more, please visit our HR website <https://healthyrichmond.net>

RCF Connects is the host agency for Healthy Richmond RCF's intent is to enable the operation of a strong, integrated partnership with its initiatives. RCF will employ key staff who will provide ongoing support and coordination for the work of the Healthy Richmond Initiative.

Position Description:

The Project Manager for Resident Leadership assumes responsibility for the implementation of resident power building strategies within our policy advocacy campaigns. Coordinates the collective work within the HR network and resident leaders; works with other initiatives as necessary. Healthy Richmond seeks a full-time Project Manager who will support functions related to our Healthy Richmond (HR) Initiative including community organizing activities focused on resident power building, project coordination tasks related to HR collective meetings and events, communications and other duties as assigned. The HR Initiative is dedicated to addressing physical, social, and economic factors and systems by working with multiple sectors and stakeholders, from individuals to large public systems. This position will report to the Healthy Richmond Senior Director and is based in our Richmond office.

Responsibilities

- Responsible for staffing resident-led campaign activities in the areas of economic justice, access to healthcare and education at the county, city and local school district levels.
- Facilitation of the development and implementation of resident leadership strategies and training, including resident and youth capacity to engage and lead policy advocacy and systems work; and increase leadership in HR activities and the community in general.
- Provide programmatic support for Action Team and campaign meetings for which they have a lead responsibility- including scheduling, location set up, meeting prep support, processing agendas and minutes, communications to partners (reminder emails, action items, follow-up).

- Provide logistic and program support for HR special events including but not limited to Steering Committee meetings and other organized events.
- Ensures that Healthy Richmond collaborative members are connected via on-line platforms such as Facebook, Outlook, and other appropriate means, and that information is distributed to all members of the HR collective, including those without Internet access and whose primary language is not English.
- Maintain a flexible work schedule, as meetings and events will occur outside normal office hours, including evenings and weekends. Some travel outside the Richmond area will also be required.

QUALIFICATIONS:

- Minimum of 2 years of relevant experience in community organizing, policy advocacy, and/or public health prevention focused initiatives.
- Some experience working in non-profit, government, or public sectors; experience in working across sectors and low income communities is highly desirable.
- Process facilitation capacity, including the ability to set meeting agendas and goals, host resident leadership training sessions, manage complex relationships and resolve conflict.
- Project management skills including ability to guide vision and strategy, advance policy and support aligned activities, and have excellent written and oral communication skills.
- Self-motivated, reliable and strong interest in committing to the HR Initiative's work.
- Some knowledge of the economic, political and social environments of Richmond.
- Ability to be flexible, multi-task, plan and prioritize workload and work in fast-paced environment.
- Strong professional caliber communication skills with proficiency in using multiple social media channels including, but not limited to Facebook, Twitter, interactive web sites and blogs. Some understanding of underlying principles for the use of media advocacy utilizing social media to promote community organizing and policy advocacy goals.
- Ability to compose, edit, design and produce communications including flyers and event invitations.
- Proficiency with Microsoft Office Suite, Canva and other media platforms.
- Able to work with diverse community members including the ability to effectively create alliances between groups.
- Bilingual in Spanish and ability to perform interpretation and written translation is highly preferred.
- Have access to reliable transportation and willing to use it for job related tasks.

COMPENSATION:

- This is an exempt, full-time position.
- Salary range starts at \$60,000; initial salary will depend on experience.
- Competitive benefits package including health insurance, paid time off, matching 401K retirement plan.
- Professional/leadership development opportunities.
- Flexible work schedule.
- A workplace culture committed to supporting good quality of life for employees; this includes offering remote work capability and options in the COVID-19 environment and beyond.

Please send cover letter and resume by April 30th via e-mail to:

Stacey Street

ssstreet@richmondcf.org

RCF Connects is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, physical or mental disability, or sexual orientation.