



Position Title	Department	Reports to
Director of Civic Culture	Programming	Deputy Director
Employment Status	FLSA Status	Closing Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	Open Until Filled

Background:

The No Boundaries Coalition is a resident-led advocacy organization building an empowered Central West Baltimore across the boundaries of race, class and neighborhood. We mobilize residents from seven (7) 21217 neighborhoods to improve public safety, increase police accountability, increase access to healthy foods, increase opportunities for young people and increase voter turnout.

In the summer of 2015, No Boundaries Coalition committed to double voter turnout in 21217. During the 2016 primary election over 800 residents voted in 15,018 (more than in any other election on record) and during the general election over 1,100 residents voted. We more than quadrupled voter turnout in Sandtown!

During the 2016 primary and general elections, we registered over 1,000 Baltimore City residents to vote, shuttled over 600 residents to the polls during early voting, and spoke to over 5,000 registered voters about voting. On Maryland’s General Election Day, Nov 8, 2016, we had 49 volunteers call 1,843 voters, knocked on 327 doors and drove 69 people to the polls. We shuttled 522 people to the polls. We did voter registration at high schools, at soup kitchens, on the street and at job fairs. We held Central West Baltimore’s first-ever City Council Candidates forum that over 300 residents attended.

As a result, elected officials have become more responsive because they recognized the voting power gathered through our organization.

No Boundaries Coalition has formed a leadership academy for adult community members. This is a first step to formally train resident leaders to advocate for their neighborhoods and to have more residents carrying out the mission of our coalition. To date, we have successfully graduated six cohorts of Leaders from the program. Outreach includes a range of activities such as canvassing, phone banking, attending community meetings, and representing No Boundaries’ programs and initiatives throughout Central West Baltimore. We are also excited to have attracted new funding for this program which will allow us to fund both the Leadership

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Academy and the Block Captain Bootcamp. With this additional funding graduates will be eligible for mini-grants for community projects and they can apply to serve as a paid block captain for 1 full year after completion of Leadership Academy.

Duties and responsibilities include, but are not limited to:

Administrative (15%)

- Create, maintain and oversee program strategy in accordance with the organization's strategic plan.
- Supervise program staff, contractors, interns and volunteers.
- Reply to general phone, email and social media inquiries
- Maintain, review and update all program websites and databases including but not limited to State Voices/VAN, volunteer management tools & the No Boundaries website.

Data Collection and Tracking (10%)

- Maintain accurate records and prepare reports related to programs and activities
- Assist with grant applications and reports
- Prepare weekly check requests for program spending
- Review monthly expense reports and ensure appropriate grant spenddown.
- Perform minor bookkeeping tasks including submitting invoices & receipts.

Membership Management (15%)

- Evaluate and review NBC Community Engagement activities to provide enhancements and improve resident participation and effectiveness
- Identify and assist in building lasting and reciprocal relationships with potential community partners
- Coordinate with partner organizations, city agencies and elected officials on upcoming community engagement efforts and priorities
- Distribute information and literature to residents.

Event Support (20%)

- Staff and support planning and coordination of program and Coalition events and activities
- Manage program updates to organization's website and social media accounts

Civic Culture Initiatives (25%)

- Provide programming that will increase voting participation, census participation and education about civic engagement in 21217 on and off election cycles.
- Oversee NBC's Resident Leadership and Training programming.
- Oversee support staff and intern staff working within the Civic Culture programming.
- Identify, meet with, recruit and develop Central West Baltimore residents to become Block Captains and participate in other Civic Culture initiatives.

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- Oversee grants including tracking, reporting and maintaining relationships with partners and funders.
- Seek new funding to support the Civic Culture program and support The Coalition's other grassroots fundraising initiatives.
- Measure and collect program data for evaluation.
- Work as an effective and supportive teammate for all cross-program activities.

Outreach (15%)

- Maintain and grow partnerships with community organizations, churches, and educational institutions to bring more civic resources and educational opportunities to Central West Baltimore.
- Coordinate the distribution of a communications campaign about Civic Culture in Central West Baltimore.
- Representing Civic Culture work at panels, conferences, and forums.
- Attend community meetings, seek media opportunities and events to promote the Civic Culture work of NBC.

Minimum Requirements

Knowledge, skills and abilities

- 3-4 years of relevant work experience in community organizing or program development.
- Excellent time-management and organizational skills
- Must have supervisory experience
- Must have a valid driver's license and reliable transportation.
- Knowledge of and background in West Baltimore communities.
- Grant writing and tracking experience.
- Ability to work as part of a team and independently.
- Self motivated and reliable.
- Experience with volunteer management.

Preferred Requirements:

- Regular access to a personal vehicle strongly preferred
- A resident of Central West Baltimore
- A college graduate
- Have community organizing experience

Compensation:

This is a full time position with health benefits (medical insurance, dental, vision, 401k, etc...). Salary Starting at \$50,000 annually based on experience.

APPLICATION PROCESS

- Candidates should email a resume and cover letter to info@noboundariescoalition.com. With the subject line: Director of Civic Culture Job Opening.
- Candidates may be required to provide references.
- No calls.

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