



Connecting People & Place to Build Community

Job Description: WCHUB Development and Operations Manager

Job Title: HUB Development and Operations Manager

Reports to: Executive Director

Position Type: Full-Time (36 hours/week), Permanent exempt

Location: White Center, WA

Salary Range: \$67,000 to \$80,000

Overview:

The White Center Community Development Association (WCCDA) is a resident-led organization dedicated to eradicating poverty, eliminating racism, and building a vibrant, diverse community. WCCDA is seeking a dedicated and dynamic individual to lead the launch and operation of the WC HUB Building and Residential Housing. This position will play a critical role in managing the residential aspects of the project, overseeing property management and stabilization of the WC HUB Community Center, and spearheading future development projects in the White Center area. Ideal candidates are community leaders or individuals with significant experience living and working in affordable housing within the White Center community or similar environments.

Primary Responsibilities:

Anti-Displacement Strategies: Strategize and implement initiatives specifically aimed at retaining current residents of White Center, focusing on preventing displacement due to economic pressures or development changes. This includes developing programs and partnerships to support the stability and sustainability of the existing community. Oversee reporting of the Systems Change grant, ensuring that grant objectives align with community development goals.. Facilitate collaboration between community stakeholders, local government, and funding agencies to advance systemic change initiatives.

Community Engagement and Inclusivity: Lead initiatives to ensure White Center remains welcoming and vibrant for all, especially immigrants, refugees, and vulnerable groups. Engage with residents and stakeholders to understand their needs and advocate for their interests. Enhance accessibility to community infrastructure, services, and housing, while preserving cultural diversity and ensuring every community member has a voice in shaping their future.

Leasing and Residential Management: Lead the leasing efforts for the residential side of the project, ensuring a diverse and vibrant community of residents. Oversee a timely and efficient leasing process that matches diverse community members with their ideal living spaces within White Center.

Residential Community Building: Develop and implement programs and initiatives aimed at fostering a strong sense of community among residents. Promote inclusivity, diversity, and active engagement within the WC HUB and the broader White Center area, enhancing the quality of life and community spirit.



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Development residential and commercial Project Management: Represent the WCCDA by participating in design, construction, and development financing activities, including efforts associated with the Rise Together capital campaign.

Financial Management: Oversee the financial aspects of the HUB development projects, including budgeting, securing funding, and financial reporting. Ensure project milestones are met within prescribed timeframes and budgets, maintaining fiscal responsibility and transparency throughout the project lifecycle.

Staff Leadership and Development: Lead, mentor, and develop the staff specifically within the HUB and Housing initiatives through clear direction and targeted professional development opportunities. Foster a culture of excellence, inclusivity, and teamwork tailored to the unique challenges and opportunities of HUB and housing projects. This includes overseeing recruitment, training, and retention strategies to build a cohesive and effective team committed to the HUB's mission.

Secondary Responsibilities:

Future Projects Leadership: Spearhead the planning and execution of future residential and commercial development projects, ensuring they meet community and sustainability objectives. This role involves strategic oversight, project planning, and liaising with investors and local authorities to drive project success.

Technology and Infrastructure Oversight: Enhance the technological and physical infrastructure of the HUB to support various activities. This includes upgrading systems for better efficiency and ensuring that facilities are maintained to high standards to support operational and community needs.

Accessibility Initiatives: Implement strategies to ensure that all HUB facilities and services are accessible to people with disabilities, promoting inclusivity and compliance with ADA guidelines.

Sustainability Initiatives: Lead initiatives to ensure the environmental sustainability of the HUB operations. This could include implementing green practices in facility management, waste reduction, and energy efficiency projects.

Conflict Resolution and Employee Relations: Manage and resolve workplace conflicts swiftly and effectively, and cultivate strong relationships among staff. Implement proactive strategies to enhance employee relations and ensure a collaborative, supportive work environment.

Crisis Management: Develop and oversee crisis management procedures to handle emergencies or unexpected situations effectively, ensuring minimal disruption to HUB operations and services.

Complete other duties as assigned.



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Qualifications:

White Center Community Development Association (WCCDA) is looking for a dynamic HUB Manager with a deep passion for and demonstrated commitment to equity, social justice, and employing anti-racist/anti-oppression practices in their work. Candidates with familiarity or residency within the White Center community will be given preference, and second language skills are highly regarded. We are open to considering any combination of experience and training that equips the candidate with the necessary qualifications and skill set. The selected candidate will receive ongoing training and development opportunities to help manage both primary and secondary responsibilities effectively, ensuring continuous professional growth and support. When applying for this position, please consider your capabilities and experiences in relation to the following areas:

Professional Experience: Multiple years of progressively responsible experience, particularly in community development, project management, property, and asset management and/or construction or a related field, demonstrating a track record of effective leadership and innovation.

Commitment to Equity: A strong commitment to viewing all work through an anti-racist lens, aiming to dismantle systemic barriers and promote equity and inclusion within the community.

Community Engagement: Proven experience in engaging with communities, particularly in building strong relationships and trust. This includes experience navigating community dynamics, facilitating community-driven projects, and engaging in advocacy efforts.

Financial Acumen: Solid understanding of budget management principles, with experience in overseeing project finances, including budgeting, securing funding, and financial reporting. Demonstrated experience in managing grants, particularly in the context of community development or systemic change. Ability to navigate complex funding requirements and produce detailed reports that meet or exceed donor expectations.

Technical Proficiency: Computer proficiency is required, including familiarity with Microsoft Office (Word, Excel, PowerPoint, Publisher), basic design/layout software, WordPress, and database systems.

Communication and Interpersonal Skills: Exceptional writing and oral communication skills, coupled with strong interpersonal and organizational skills, to effectively communicate with diverse audiences.

Collaboration: Demonstrated ability to work collaboratively with staff, residents, and partners across multiple programs and organizations. This includes the ability to solicit and incorporate feedback into project planning and execution.

Project Management: Strong project management skills with experience in managing staff, vendors and contractors, designing and developing content for various media platforms, and ensuring the successful execution of projects.

Flexibility: Ability to manage multiple tasks and deadlines, display initiative, and exercise discretion and mature judgment. Must be flexible and able to work evenings, weekends, and holidays as needed to support community events and initiatives.



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Physical Demands & Working Conditions

Work is performed in an office environment at times, but a lot of offsite coordination and relationship building with partners is required. Be prepared to load in and load out food, gear, and supplies for many meetings every week. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit, and use a computer keyboard and monitor. Some heavy lifting and physical labor are required during events. This position requires regular travel to meetings with suppliers. Having a car is necessary. Some evening meetings and/or weekend events will be required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job. The White Center Community Development Association prohibits discrimination based on race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, or sexual orientation in its programs and activities or in employment and application for employment as protected under state or federal law. We are an equal opportunity employer.

Location: In-person work model. Reliable mode of transportation between White Center and Greater Seattle Area

Schedule: Monday – Sunday (Depending on weekend events)
Participating in events on weekends as necessary
Projected start date late August/September 2024

Benefits:

- Health & Dental Insurance
- Paid Time Off

How to Apply:

Interested candidates should submit a cover letter and resume outlining their experience and qualifications related to this position. Applications should be sent to [Aaron@wccda.org]. with the subject line: **WC HUB Development and Operations Manager.**

White Center CDA is an equal opportunity employer committed to building a diverse, inclusive team. People of color and individuals with lived experience in affordable housing in White Center are strongly encouraged to apply. application will be reviewed and interviews will be conducted on a rolling basis.

Applications should include:

- Resume
- Cover letter (optional)
- Have three references