

## **Dorchester Bay Economic Development Corp.**

### **Seeks Chief of Staff**

#### **About Dorchester Bay Economic Development Corporation**

Established in 1979, [Dorchester Bay Economic Development Corporation \(“DBEDC”\)](#) acts to build a strong, thriving, and diverse community in Boston’s Dorchester neighborhoods. Working closely with neighborhoods, residents, businesses, and partners, DBEDC focuses on the following:

##### [Real Estate Development](#)

DBEDC develops housing and commercial projects that are important to the community and clearly responds to community needs. To date, DBEDC has built or preserved over 1,114 units of housing and over 160,000 square feet of commercial space. Click [here](#) for a map of DBEDC’s real estate portfolio.

##### [Economic Development](#)

Economic development takes many shapes and forms, and DBEDC is active in a number of important disciplines and initiatives focused on job creation, wealth creation, and economic growth, including:

- [Access to Capital](#)
- [Small Business Technical Assistance](#)
- [Reentry Program](#)
- Workforce Development Program

##### [Community Engagement](#)

Since its inception, DBEDC has engaged more than 3,100 residents and families through resident initiatives, youth and seniors programming, public policy advocacy, summer camp, and technology classes.

Based in the Uphams Corner, DBEDC has a staff of thirty, total assets of \$229 million, and an annual operating budget of approximately \$6,500,000, exclusive of rental property operations.

DBEDC is overseen by a highly engaged 16-member Board of Directors comprised of community representatives and local business leaders.

## **Position Overview**

Dorchester Bay is seeking a Chief of Staff (CoS) who will support the CEO in providing leadership and support for DBEDC's day-to-day functions and staff. A member of the senior leadership team, the CoS will be part advisor, part problem solver, and part all-around strategic partner to meet organizational goals and advance DBEDC's mission. The role will have both internal- and external-facing responsibilities, ranging from human capital development (day-to-day management and professional growth for a team of three staff members) to project management (including advocacy, communications, fundraising, administrative work, and external events).

The ideal candidate will have the acumen and finesse to handle complex situations and multiple responsibilities simultaneously, mixing long-term projects with the urgency of immediate demands. The ideal candidate must also have the demonstrated ability to deal with highly confidential information and act as a liaison between the CEO and other constituencies, both internal and external. The ideal candidate must exhibit the skills to collaborate and use influence and persuasion to achieve actionable results, the ability to build strong and sustainable relationships internally and externally, and the capability to interact within all levels of the organization.

## **What You'll Do**

### **Efficacy, Strategic Partnership & Support**

- Act as a strategic thought partner and advisor to the CEO.
- Serve as a liaison between the CEO, staff, and as needed, the Board of Directors.
- Work closely with the Executive Assistant to the CEO to ensure the appropriate management of the CEO's calendar so that all priorities are met.
- Prepare CEO with the necessary research, information, materials and communications to effectively engage with staff, board, donors, potential donors, partners and potential partners and when appropriate, serve as proxy.
- Recommend ways to optimize how the CEO and teams function in and across the organization.
- Take regular reports from staff and departments, and takes steps to ensure maximum efficiency, harmony, and good workflow. Inform the CEO of progress and issues found.

- Prepare agendas and materials and summarize deliverables for all Senior Leadership meetings.
- Partner with the CEO to advance the organization's annual and quarterly priorities including implementation of DBEDC's strategic plan and diversity, equity, and inclusion plan.
- Drafting and overseeing external communications as necessary.
- Lead special projects and initiatives, and provide project planning and management support for departments as assigned by the CEO.
- Provide CEO and program directors with recommendations and consultation to improve teamwork.

### **Coordinate Key Business Processes and Internal Communications**

- Build an understanding of the critical work that is happening across the organization and surface strengths, weaknesses, opportunities, and threats, including knowledge and skill gaps, and help create solutions to address them.
- Collaborate across the organization to improve current processes, programming, and coordinate organizational procedures for optimized efficiency and productivity.
- Develop and implement an internal communication and engagement strategy best suited to communicate key organizational information to staff.
- Draft internal and external communications on behalf of the CEO to keep key constituents informed.
- Collaborates with departments to set agenda for and facilitate monthly staff meetings.

### **Team Oversight and Leadership/Resource Development**

- Provide day-to-day management, leadership, and professional growth to a team of three resource development professionals (Communications Manager, Donor Relations Manager, and Grants Manager).
- Provide thought partnership on grant applications, donor engagement, and marketing and communications.

### **Desired Credentials**

- Able to engage teams to address challenges, execute specific goals and tactics, and maximize the capacity of high-performing professionals.
- 5+ years of experience in roles requiring strong lateral management, relationship building, project and/or executive management, or organizational strategy.
- Demonstrated experience organizing and influencing or managing professional staff.

- Strong project management and reporting skills, and proven success with interdepartmental communications.
- Previous experience working with mission-driven non-profits or mission-driven for-profits.

**The ideal candidate has:**

- A commitment to DBEDC's mission and a strong desire to maximize the organization's capacity to serve and collaborate with the communities DBEDC serves.
- Strong work ethic and disciplined execution skills.
- Poise, confidence, and diplomacy.
- The utmost regard for confidentiality.
- Emotional intelligence with the ability to build strong relationships and work with people at all levels within and external to the organization.
- Strong ability to provide and receive constructive feedback, and strong interpersonal communication ability.
- A high level of personal responsibility, motivation, nimbleness, and is comfortable navigating change and ambiguity.
- Curiosity, is a quick learner, and takes initiative.
- Ability to manage multiple responsibilities in a fast-paced environment, while meeting deadlines and goals.
- Exceptional critical thinking skills as well as attention to detail.
- Exceptional English language written and verbal communication skills. Verbal and/or written fluency in Spanish, Cape Verdean Creole, or Haitian Creole is a plus.
- Strong planning and project management skills.
- Proficiency in document and data editing and collaboration software (like MS Office Suite or Google Suite). Comfort learning new technologies.
- Experience working among a diverse staff in an organization committed to diversity, equity, and inclusion.

**Work Environment**

DBEDC is a place-based organization with a highly flexible, hybrid work environment. This position requires the ability to work at DBEDC's office in Dorchester and to attend meetings and events in physical environments as needed.

## **Compensation and Benefits**

This is a full-time, salaried, exempt position with a starting salary range of \$110,000-\$125,000 annually commensurate with experience and qualifications. DBEDC also offers three weeks of paid vacation; twelve paid holidays; three personal days, five days of paid volunteer leave, generous cost-sharing for medical insurance, and a 403(b) plan with a generous employer contribution.

## **Application Process**

DBEDC views diversity, inclusion, and cultural competence as vital guiding principles in all our work with communities. We welcome and encourage applications from black, indigenous, and persons of color, members of the LGBTQ+ community, persons with disabilities, persons from unconventional career paths, and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.

To apply, provide a cover letter that describes why you are interested in the role and how your qualifications and experience match the needs and mission of DBEDC, a resume, and one writing sample (examples: report, policy brief, press release, content copy, etc.). Send all applications to [jobs@dbedc.org](mailto:jobs@dbedc.org). Please include "Chief of Staff" in the subject line. No phone calls, please, and thank you.