

**TENTH STREET RESIDENTIAL ORGNIZATION, INC.
PROJECT DIRECTOR JOB DESCRIPTION (CONTRACTOR)**

JOB DESCRIPTION:	Project Director	STATUS:	Independent Contractor
REPORTS TO:	TSRO Executive Board	HOURS:	Up to 30 hours per week
DATE:	April 2021	RANGE:	\$23.00-\$25.00 per hour

TSRO's Mission

TSRO's mission is to promote, enhance the quality of life, and preserve the City of Dallas Landmark Historic District designation and zoning and the National Register of Historic Places designation for the Tenth Street Historic District in Dallas, Texas.

TSRO's Values

TSRO values the history of the formerly enslaved Africans who, upon release from chattel slavery bondage in the 1800s, organized the Tenth Street community utilizing their own skills and resources. Contributions of these pioneers, their offspring and other subsequent Tenth Street residents also hold value and deserve promotion and preservation without discriminatory or unnecessary demolition or destruction. TSRO desires for the Tenth Street Historic District to be a neighborhood with public and private services befitting other local historic districts while serving as home to households of mixed incomes without displacement of longtime residents.

SUMMARY

TSRO is a new nonprofit tax exempt organization created by residents of the Tenth Street Historic District. The organization is led by residents and their allies with the ability to fundraise, coordinate programs and engage in other activities necessary to effectively accomplish TSRO's mission. The District has received local, state and national recognition and is one of the 2019 11 Most Endangered Places as recognized by the National Trust for Historic Preservation. Learn more about the Tenth Street District by visiting:

- https://dallascityhall.com/departments/sustainabledevelopment/historicpreservation/Page/s/tenth_street.aspx
- <https://atlas.thc.state.tx.us/Details/5507018318/>
- <https://savingplaces.org/stories/dallas-tenth-street-historic-district-celebrates-temporary-halt-on-demolitions#.X25zMWhKg2w>

As a new organization, TSRO's immediate goals includes laying the ground work to achieve its mission. This groundwork includes fundraising, strategic planning and board development. It also includes helping make analysis, study and research available as it relates to public policy regarding Tenth Street and the demolition of historic structures, the preservation of the historic character and other policy matters aligned with TSRO's mission.

This contractor position is funded in part by an African American Cultural Heritage Action Fund Grant awarded to TSRO for capacity building by the National Trust for Historic Preservation.

Unless other funds are raised, contractor activities are anticipated to take place within a twelve-month period.

The contractor is expected to work remotely from the Dallas/Fort Worth Metroplex. TSRO will be sharing office space within Preservation Dallas' offices. However, due to COVID-19, regular access to the office will be unavailable at least through August 2021.

KEY RESPONSIBILITIES

Fundraising

- Researching and applying for grant opportunities that support TSRO's mission and planned activities
- Actively seeking and fostering relationships to encourage involvement and collaboration of other funders that will potentially lead to new funding opportunities
- Working in partnership with board members and allies to identify funding opportunities to support the growth and sustainability of TSRO and its efforts
- Leading the reporting process based on grant requirements of TSRO awards
- Tracking, acknowledging and recording donations from individual donations made to TSRO

Strategic Planning and Board Development

- Serving as leader in engaging the board in a strategic planning process to target its activities and fundraising goals to meet its mission
- Leading TSRO's efforts and work with its allies towards realization of its vision and mission
- Facilitating educational and informational opportunities for board members to gain additional skills to serve and volunteer more effectively

Relationship Building

- Represent TSRO with its allies, in working groups, before the public and in the media in an ethical and credible way for the realization of TSRO's mission and vision.
- Coordinate collaborative efforts and activities dedicated to TSRO values and efforts helping the organization achieve its objectives through community knowledge, networks, and the ability to connect with emerging and persistent community needs.
- Develop new relationships and deepen existing relationships with key community leaders and community organizations when such persons or groups are aligned to TSRO's mission, vision and efforts.
- Identify and develop community partnerships with local, regional, state and national agencies to meet goals and objectives for TSRO efforts.
- In partnership with the board, identify area experts and consultants to support delivery of and conduct research and services that support TSRO efforts.
- Serve as primary point of contact for TSRO board members, community leaders, civic and political leaders, city staff, partner agencies and media.
- Interact and maintain partnership with National Trust for Historic Preservation staff.

Program Management

- Actively facilitate management of TSRO activities.
- Provide supervision to TSRO volunteers.
- Oversee communications with allies and other community members who are engaged in activities that support TSRO's mission and vision.
- Create and manage needed systems and processes including a database of community and fundraising contacts.
- Work in partnership with the board to develop strategies and processes to prioritize grantmaking and fundraising efforts.
- Provide project management - overseeing progress, monitoring and coordinating all aspects of data collection, analysis and report writing, and taking responsibility for the organizational flow and overall implementation of TSRO efforts.

Using Research

- Reading analyses, studies and research that relates to concerns related to TSRO's mission and, when applicable, collaborating with others to this end
- Publicizing and educating the public about results of analyses and research that encourages public policies that support TSRO's mission and vision

QUALIFICATIONS

- Bachelor's degree mandatory; Master's degree preferred and/or equivalent work experience
- Knowledge of historic preservation, related research and best practices
- Some knowledge of urban planning and practices
- Knowledge of and avid interest in African American history
- Experience with fundraising including grant research, grant writing and grant reporting
- Experience in community engagement
- Three to five years' experience in project management, program design and implementation in either a volunteer, contractor or full-time staff capacity

SKILLS & REQUIREMENTS

- Strong interpersonal skills (listening, verbal, written, presentation)
- Ability to multi-task and manage multiple, parallel priorities
- Strong collaboration and facilitation skills
- Highly organized with concern for all details getting done with excellence
- Strong relationship building skills
- Ability to effectively interact and communicate across cultural, language, and economic lines, technology skill levels, organizational levels, and all backgrounds and ethnicities
- Some local travel required for community meetings
- Possess exceptional Microsoft Office Suite skills
- Evening and weekend work required

Please send cover letter and resume to info@tenthstreetresidentialorganization.net with "Program Director Search" in the subject line. This position remains open until filled. Ideally the Program Director will be available to begin in May 2021.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the contractor. They are not an exhaustive list and are not intended to create an employer-employee relationship.