



Baltimore Equitable CDN Organizer

JOB DESCRIPTION

Background

The Community Development Network of Maryland (CDN) is a statewide nonprofit network of community development organizations whose purpose is to promote, strengthen and advocate for Maryland's community development industry who serve communities in rural, urban and suburban communities. CDN envisions thriving Maryland neighborhoods and communities, where people of all incomes have opportunities for themselves and their families.

Baltimore Equitable Community Development Network is one of our local coalitions. The core objective is to grow an equitable, sustainable, high-impact network that strengthens connections and increases productive collaboration among Baltimore city community development organizations and partners. BE/CDN members and partners participate in monthly meetings and working committees.

CDN is seeking a multi-skilled professional with a passion for strengthening communities in Baltimore. CDN is seeking an individual with proven skills in community organizing, community development, planning, real estate development and/or health. Applicants should have a strong commitment to racial equity.

- Highly motivated, solution-oriented individual who is self-directed, and able to successfully work simultaneously on multiple tasks and projects, set priorities, and be a positive professional.
- Strong written communication skills; ability to write clear and concise business communications such as emails and reports.
- Strong facilitation and public speaking skills preferred.
- Ability to work collaboratively with co-workers and representatives from the nonprofit, philanthropic, public and corporate sectors.
- Ability to structure and manage multiple projects within limited time frames and deadlines.
- Must work well under pressure, seek and synthesize information.
- Must be able to travel within the state of Maryland when travel resumes.

Qualifications:

- Bachelor's degree from an accredited college or university in urban studies, planning, public health, public policy, social work, real estate, economic development or related fields.
- Minimum 3 years program management, organizing, or technical assistance experience in community development.
- Experience working with a diverse range of individuals and organizations, including but not limited to public agencies, private developers, funders, and lenders.

- Strong attention to detail and advanced problem-solving skills.
- Ability to work with a team and work alone.
- Professional, well organized and able to handle a variety of duties simultaneously.
- Knowledge of Microsoft Office including Outlook, Excel, Word and PowerPoint
- Familiarity with marketing and public relations strategies including social media
- Knowledge of Constant Contact or other email client and website management

Salary: Commensurate with experience

Benefits: Paid Leave, Health Insurance

CDN is an equal opportunity employer.

Please submit cover letter, resume, and references to Odette Ramos,
odette@communitydevelopmentmd.org by July 20, 2020.