JOB DESCRIPTION:
Manager of Community Initiatives
rev May 8, 2022

Description of the Organization: For 30 years, LEAP has worked with children, teenagers, and young adults in New Haven, Connecticut in some of the lowest income neighborhoods in America. As the largest youth agency in our city, we provide academic supports, social enrichment, and leadership development, but we do so in a unique way. We give older students (ages 16-24) the training, education, and resources they need to work as Senior and Junior Counselors for our younger students and Leaders in Training (ages 7-15). In doing so, we go beyond impacting individual lives through education and employment. We build a community with power and purpose.

Position Summary: The Manager of Community Initiatives is responsible for managing a variety of projects intended to advance LEAP’s program goals, administrative functions, and organizational mission. The position researches and designs new programs, builds and manages community partnerships, and engages families and neighborhoods in the healthy development of children.

The Manager of Community Initiatives coordinates activities that often reach across multiple departments and/or require broad understanding of high-quality youth and community programming. The position works both internally to help improve LEAP’s operations and works externally to build new partnerships and sustain existing ones intended to improve opportunities for young people.

Distinguishing characteristics, features, requirements: This is a full-time, exempt (salaried) position with excellent growth and leadership opportunities, that requires an efficient individual who works well with young professionals and students and has a strong understanding of community and social dynamics. This is a highly visible position requiring effective interaction and communication with a wide range of internal staff and outside partner organizations, community leaders, educational institutions, and vendors.

Essential Duties: The nature of this position is such that the actual work will vary significantly over time as the organization’s needs change, opportunities arise, or projects emerge. In the short term, the Manager of Community Initiatives’ responsibilities will include:

- Building relationships with potential partner organizations locally, statewide, and nationally to identify program improvements and partnerships that can create more opportunities for young people in LEAP. Examples of partners include universities, health centers, youth agencies, people of color led initiatives, museums, etc.
- Coordinating LEAP’s hosting of New Haven’s youth agencies in monthly or bimonthly meetings, including setting agenda, identifying speakers, and following up post-meeting.

Creating a New Haven for Our Children
Leadership, Education, and Athletics in Partnership, Inc. (LEAP)
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• Managing LEAP’s assessment of potential avenues for greater parental, family, and community engagement. And, once LEAP chooses a path forward, helping to manage related initiatives.
• Investigating new bodies of work and once approved, helping to bring them to fruition.
• Participating in other projects in support of broader LEAP goals.
• Taking on some of the program, community engagement and administrative duties currently handled by the Chief of Staff and Executive Director.
• Works closely with the Executive Director as well as senior leadership to assist with implementation of goals and strategies.

Principal Working Relationships: This position receives direction, coaching and performance evaluation from the Chief of Staff with additional support and oversight from the Executive Director.

Qualifications:

• Bachelor’s degree from an accredited institution of higher learning required
• Three years or more experience as a supervisor in youth development, an educational institution, or a related field preferred
• Advanced degrees or certifications are a plus
• Knowledge of community-based education as well as child and youth development
• A commitment to mentorship and developing talent
• Strong time management skills
• Ability to establish work priorities, meet deadlines, and remain flexible
• Ability to work independently and as part of a team
• Excellent verbal and written communication skills
• Cultural competency based in experience working in African American and Latino communities
• Ability to organize and maintain digital records and filing systems for collecting and reporting data
• Strong knowledge and use of computer software applications, including Microsoft Office, Google Suite, Zoom, file sharing, databases, and research tools

Special Requirements: Flexibility to work some evenings and weekends.

Salary: Commensurate to experience and other qualifications. Benefit package.

To Apply: If you are interested in this position please send a letter of interest and your resume to jobs@leapforkids.org. If you have questions, you may email your questions to the same email address.

Note: This position will be based out of the LEAP office in New Haven, CT. Additional information about the organization is available via www.leapforkids.org. LEAP is an equal opportunity and affirmative action employer.