



Improving the quality of life for all Northside residents by increasing citizen participation and voice in issues and decision-making processes affecting the community, and building community by linking people and organizations

Proud Winners of the National Neighborhood of the Year Award

NORTHSIDE PLANNING COUNCIL & NORTHSIDE NEWS
2702 International Lane, Suite 203, Madison, WI 53704
608.661.0060

To: Potential Applicants for the Project Developer / Executive Director Position

Please find enclosed materials to help you better understand the position we seek to fill, and how to apply for this position. Please read this letter and the enclosed information carefully before applying, and follow all directions to complete your application. *Resumes alone will not be accepted in place of required application materials.*

Enclosed/attached application materials include:

- A **Position Description** of the basic responsibilities, areas of work, and necessary experience and skills for this position.
- An **Application Form** that must be completed by all applicants. Applicants are welcome to respond to some sections of the application form by referring us to your resume, as long as all the information requested is provided between the resume and application.

For more information about our organization and our community, see the Internet website links provided at the end of this letter.

To apply for this position, please forward the following materials to us by the deadline below:

- Completed employment application (application form attached)
- Cover letter (please limit to one page per instructions below).
- Resume

Please limit your application materials to the three items described above. Candidates selected to be interviewed will have an opportunity to provide additional materials at the interview, if desired.

All application materials must be received by NPC at our office no later than 4:30 pm Friday, November 6, 2009.

Send application materials to "Search Committee" at the address provided above. Application materials must be received at the NPC office by mail or hand-delivery on or before 4:30 pm, Friday November 6. Plan your delivery accordingly. *We will not accept any application materials by email or fax, or any applications received after the deadline.*

Hiring Timeline (subject to change)

After screening of applications, candidates selected for interview will be notified on or before Monday, November 16. Initial interviews for selected candidates will take place during the afternoon or evening of Friday November 20 or Monday November 23. A second interview for the top candidates will take place with the full NPC Board of Directors at 6:30 pm on Wednesday, December 2. If selected, you must be available for this date. We expect to make a final decision no later than December 7. The successful candidate will be asked to start as early as possible, but no later than January 11, 2010.

OVER

Cover Letter Instructions

As a community-driven organization with a small staff and an ambitious vision, the “fit” of successful candidate to our organization is very important. Your resume and application form will be carefully reviewed, so there is no need in your cover letter to repeat information elsewhere in your application, although you can choose to highlight those aspects of your experience and skills that you believe are your strongest qualifications for this position.

We encourage you to use your cover letter to give a sense of who you are, why you want this particular position with our type organization (as you understand it), and what you uniquely can bring to this position and our organization. Please limit your cover letter to one page, knowing that you will have ample opportunity to share more about yourself and your qualifications if you are invited to interview with us.

Further Information

If you have further questions about completing the application **after** reading the enclosed materials, contact us by phone at 661-0060 x3 or x2, and leave a detailed message with your question and your contact information. We will try to respond within 24 hours during the business week.

In the interests of fairness, we are unable to provide additional information or answer any additional questions about the position or our organization until after receiving your completed application packet.

Thank you for your interest in this position and our organization.

Sincerely,



Ellen Barnard
Co-Chair



Jeff Shokler
Co-Chair

Links for More Information

For more information about the Northside Planning Council, Northside News, and Madison’s Northside community, visit the following websites:

www.northsideplanningcouncil.org

www.northsidebridemadison.com

www.cityofmadison.com/neighborhoods/northsidePlan/

www.troygardens.org

An Internet search on the term “Northside Planning Council” will also yield a variety of articles on NPC’s past work.



Job Announcement

Project Developer / Executive Director

The Northside Planning Council (NPC), a national award-winning coalition of community and neighborhood organizations, and publisher of the *Northside News*, seeks a full-time Project Developer/Executive Director to help its leadership identify, develop, implement, and manage community-based economic development projects in Madison's Northside community. This work will involve researching and evaluating approaches to community-based economic development as well as facilitating the implementation of selected projects within the context of NPC's guiding principles, resources, and the needs of the community.

One definition of community-based economic development is: "Community-based economic development builds successful businesses and other economic projects that increase employment opportunities and support community revitalization. Community-based economic development supports a community's vision for its future health and quality of life, and becomes a way to make local life more inclusive and sustainable."

The successful candidate will have the skills to involve and to mobilize people and resources around projects developed within the organization as well as those originating from the larger Northside community. The Project Developer/Executive Director works in collaboration with the board leadership to set goals and priorities, establish policies, and develop resources for the organization; and with board oversight, manages the overall work and resources of the organization.

The person in this position reports directly to the NPC leadership. See www.northsideplanningcouncil.org for more information about us.

Who We Want

- ✓ Someone who believes in the power of local community to solve its own problems.
 - ✓ Someone with skills in many areas, able to successfully manage multiple projects, and who genuinely enjoys working with diverse groups of people.
 - ✓ Someone with the capacity to, and interest in learning new skills.
 - ✓ Someone who can analyze and assess community needs as a part of a team.
 - ✓ Someone who can work in a coordinated fashion with teams of volunteer leaders
 - ✓ Someone who is motivated to put their beliefs and passion to work here in our community.
- ✓ People of color, women, and those fluent in Spanish or Hmong are encouraged to apply.

What You'll Do

Project Developer Functions:

- ✓ Identify community needs and opportunities for neighborhood-, and community- based economic development; help research, select, and prioritize potential solutions; identify and obtain needed resources; develop and implement project plans.
- ✓ Build and facilitate relationships among individuals/organizations around issues and projects.
- ✓ Raise awareness of project initiatives and opportunities for citizen and community input/involvement
- ✓ Mobilize people and resources (including fundraising and grant writing) to achieve project goals

Executive Director Functions:

- ✓ Manage the financial resources of the organization, includes budgeting and reporting.
- ✓ Supervise the work of other employees, interns or volunteers that the organization may hire and/or work with. Administer personnel functions (benefits, evaluation, etc).
- ✓ Ensure that the organization meets all legal and reporting requirements as a non-profit organization.
- ✓ Facilitate the development and functioning of NPC's board, including member recruitment and orientation, training and leadership development, and coordinating and supporting work teams
- ✓ Facilitate strategic planning, goal-setting/prioritization, and ongoing organizational evaluation.
- ✓ Fundraise to further diversify and expand funding streams (includes grant writing and oversight).
- ✓ Serve as publisher of the Northside News, our bimonthly community newspaper, and work with the Editor in meeting financial, content, and production goals. This may require direct participation in the editorial, advertising, and layout process.
- ✓ The inevitable "other duties as they arise" of a small nonprofit organization.

Experience and Skills You'll Need

Professional Experience Requirements:

Professional experience, demonstrated skills, and strong interest in community and economic development (or a very closely related field), along with demonstrated skills and experience in nonprofit administration, are required. A minimum of three (3) years relevant professional experience is required.

Demonstrated Knowledge, Skills, and Abilities Requirements:

Demonstrated knowledge, experience, and demonstrated skills and abilities to perform the job functions outlined above are required. The following will also help equip you to succeed in this position: group facilitation; volunteer coordination; grant writing; knowledge of, or interest in, local government and how it impacts community growth and development; ability to provide oversight of functions and projects; nonprofit administration, including financial and personnel management; a basic understanding of community, business, and workforce development and the resources and tools that are available at the city, county, state and federal levels to assist in such work.

Education/Training Requirements:

Formal education and/or advanced training in a number of the above areas is desirable, but not a substitute for significant experience and demonstrated skills/ability.

Required/Desired Skills and Personal Qualities:

In addition to the above: excellent communication skills, excellent ability to work with teams of volunteers, and strong computer skills are required. Necessary computer skills include proficiency with word processing (Word), spreadsheets (Excel), and email/Internet applications. Proficiency with financial management/bookkeeping software (QuickBooks or similar) and desktop publishing software (In Design), or ability to quickly learn, are highly desirable. Ability to manage and troubleshoot a Windows-based computer system and small office network, or ability to quickly learn, is also desirable.

Desired Personal Qualities:

Strong self-motivation, ability to take initiative within a broad direction, and comfort working without close day-to-day supervision, a sense of curiosity, commitment to community, and a strong desire to learn. A sense of humor is a must!

Residency Requirements:

Residency in or within a reasonable driving distance from Madison is required. Residency on, or near, Madison's Northside, or willingness to relocate, considered a plus.

Teamwork and Supervision

The Project Developer/Executive Director works collaboratively with NPC's citizen-leaders within the general goals set by the NPC leadership.

Flexibility and Transportation

The position requires the ability to work a flexible schedule that often includes evening hours (1-3 evenings a week is typical) and some weekend hours. Beyond scheduled meetings we offer as much flexibility as possible in work hours, including the ability to do some work from home or other locations. This position will require frequent travel within Madison; access to a reliable vehicle is essential, although use of public transportation, ride-sharing, or bicycle will be possible in some situations.

What You'll Get

- ✓ A full-time position (averaging 40 hours per week).
- ✓ An annual salary commensurate with qualifications and experience.
- ✓ A salary structure that includes benefit compensation that can be used to purchase healthcare or other insurance, pay for medical expenses or to contribute to individual retirement accounts. Compensation and benefits are set annually by NPC leadership based on performance and the resources and funding available.
- ✓ Opportunities for ongoing training and professional development.
- ✓ An excellent opportunity to work with one of Madison's most successful neighborhood and community organizations.

Funding and Job Longevity

As with most nonprofit organizations, NPC depends on many sources to fund its work. NPC has a diverse stream of funding including: advertising revenues from our community newspaper, government contracts for service, grants, contributions and dues. Funding levels and funder priorities often vary from year to year, as do priorities within the organization. Anyone who chooses a career in the nonprofit sector does so with this reality in mind.

NPC has a very strong track record over its sixteen-year history of mobilizing necessary funding for its own operations and for community projects, and has a solid reserve fund. NPC also has an excellent reputation among key local funders, including local government, which improves our prospects for continued funding.

Employment of any individual is, of course, dependent both on satisfactory performance and on the availability of funding for the position.

To Apply

Application deadline: 6 November 2009. Resumes are not accepted in place of application. For an application packet, contact 608-661-0060 ext 1 or job@northsideplanningcouncil.org, or download from northsideplanningcouncil.org.

Affirmative Action/Equal Opportunity Employer



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APPLICATION FORM

POSITION TITLE: _____ **Date:** _____

Please type or print clearly in black ink. Answer all questions completely, sign and date.

Name _____

Street Address _____

City, State and Zip Code _____

Telephone number(s) _____ E-mail address _____

How did you learn about this position?

____ Newspaper advertisement (which?) _____

____ Friend/Relative

____ Online source (which?) _____

____ Other _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

Yes____ No____

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available to begin work? _____

Do you have a Wisconsin (or current state) driver's license? Yes____ No____

Do you have access to a reliable vehicle Yes____ No____

Can you travel on occasion if required? Yes____ No____

What is your approximate drive time to Warner Park? _____

Have you been convicted of or pleaded no contest to a felony within the past 5 years? Yes____ No____

Yes____ No____

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

Do you have a physical condition which might limit your ability to perform the job for which you are applying? Yes____ No____

Yes____ No____

If yes, please describe the condition and how you can perform the job in spite of it. _____

APPLICATION FORM

Education and Training:

NAME & LOCATION	Mo/Yr Completed	Did you graduate?	Course of Study Major degree/diploma
High School			
College/University			
Business/ Trade School			
Professional School			
Other			

Describe any education or specialized training you have had which is not covered above, such as correspondence courses, apprenticeships, service schools, on in-service training which you feel is relevant to the position for which you are applying:

List any organizations to which you belong, community volunteer experience, or any honors or awards you have received that you regard as relevant to the position for which you are applying:

APPLICATION FORM

Employment History:

Please list your employment experience for the past 5 years (or last 3 jobs that cover the past 5 years) beginning with the most recent:

1. Employer / Type of Business	Dates of Employment	
Address		
Telephone #(s)	Hourly Rate/Salary	
Job Title	Starting	Final
Supervisor/Title		
May we contact this supervisor? If not, why?		
Work Performed/Major Responsibilities		
Reason for Leaving		

2. Employer / Type of Business	Dates of Employment	
Address		
Telephone #(s)	Hourly Rate/Salary	
Job Title	Starting	Final
Supervisor/Title		
May we contact this supervisor? If not, why?		
Work Performed/Major Responsibilities		
Reason for Leaving		

APPLICATION FORM

3. Employer / Type of Business	Dates of Employment	
Address		
Telephone #(s)	Hourly Rate/Salary	
Job Title	Starting	Final
Supervisor/Title		
May we contact this supervisor? If not, why?		
Work Performed/Major Responsibilities		
Reason for Leaving		

4. Employer / Type of Business	Dates of Employment	
Address		
Telephone #(s)	Hourly Rate/Salary	
Job Title	Starting	Final
Supervisor/Title		
May we contact this supervisor? If not, why?		
Work Performed/Major Responsibilities		
Reason for Leaving		

APPLICATION FORM

Special Skills and Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience:

<i>Indicate any foreign languages you can speak, read and/or write.</i>			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

References:

Please provide **3** professional references. At least two of these references should be a past employer.

Name/Title/Organization	Relationship	Time known	Phone #
1.			
2.			
3.			

Applicant's Statement

I certify that the information contained in this application (and associated materials) is true and complete. I understand that false information may be grounds for not hiring me or for termination at a future point if hired. I authorize the verification of any or all information listed as part of my application for employment.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless the employer and employee in writing execute a specific document to that effect. I also understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice.

Signature _____ Date: _____

Print name _____