



### **Job Announcement**

#### **Deputy Executive Director and Housing Pre-Development Project Manager**

New York State Council of Churches and Interfaith Affordable Housing Collaborative wish to hire a Deputy Executive Director responsible for overseeing advocacy for the Council and to serve as Project Manager for Housing Pre-Development for both the Council and the Interfaith Affordable Housing Collaborative. We are seeking an organized and highly motivated person with excellent writing, speaking, and social media skills, who is very effective at creating and maintaining complex processes and collaborating with diverse constituencies. We seek a flexible and high initiative team player who can manage and prioritize a variety of responsibilities. Bachelor's degree with experience in community organizing, public policy writing and research, and affordable housing is desired. Experience working with faith communities and some graduate theological education is helpful but not required. Position is full time. Salary is \$60,000 with full coverage of individual health care premium and 11% pension contribution. There is budget for phone and professional expense reimbursement. Please send a cover letter and resume to The Reverend Peter Cook, Executive Director, New York State Council of Churches [Nyscocalbany@gmail.com](mailto:Nyscocalbany@gmail.com). 508-380-8289. Deadline is October 20. Office is in Albany but the location of applicant is flexible. Some work is by remote. [Full job description is available on our website.](#)

### **Job Description**

#### **Deputy Executive Director, New York State Council of Churches and**

#### **Housing Pre-Development Project Manager, Interfaith Affordable Housing Collaborative**

Reports to Peter Cook, Executive Director, for New York State Council of Churches and Peter Cook, Vice President and Marc Greenberg, President, Interfaith Affordable Housing Collaborative. They also partner with project manager for Bricks and Mortals.

## **Interfaith Affordable Housing Collaborative Project Management (55% of time)**

The Deputy Director holds the title of Project Manager for the Interfaith Affordable Housing Collaborative which is part of the Faith Based Partnership for Affordable Housing and Community Development. The Project Manager is funded by a Trinity Church Wall Street grant to help congregations revise and maintain processes to attract congregations to utilize forgivable loans offered by the Interfaith Affordable Housing Collaborative to develop affordable housing on their sites. Other members of the Partnership include: Bricks and Mortals, Interfaith Assembly on Homeless and Housing and New York State Council of Churches.

### **Outreach**

- Working with our legal and architectural team, market program to and network with faith communities to invite applications for pre-development funding
- Receive inquiries from faith communities about participating in the collaborative programs and respond in writing and/or by phone or zoom. Same for B&M
- Schedule meetings with faith communities for phase 1 consultations, participate in consultations, and write follow up memos.
- Record these inquiries into common tracking tools and furnish applications for Collaborative and Bricks and Mortals as appropriate.

### **Processes and Communication**

- Maintain and revise all approved documents and protocols approved by staff team and board of Collaborative on accessible data base
- Manage Collaborative Website and Faith Based Partnership Page and update content, including posting material on website which can be easily shared with faith communities about our work and how they can participate.
- Manage Collaborative and Partnership social media (Facebook, Twitter, Instagram and/or other)
- Schedule Board of Convenors meetings and Committee meetings, and present accompanying materials as determined by the staff
- Take notes at meetings and make presentations as requested.
- Communicate individually with Board members, members and prospective members of the Collaborative
- Convene and chair weekly staff team meetings which include (Kate, Peter, Marc, Jason) and the Bricks and Mortals and Collaborative project managers.
- Provide biweekly updates on status of individuals tasks and time allocated between B&M and IAHC
- Participate in supervisory sessions with Marc and Peter on a weekly basis.

### **Other**

- Assist with applying for new grants, as needed in support of Collaborative and Partnership.

- Follow, revise, and establish processes set up to track clients and partners, including updating spreadsheets and tracking individual partners
- Provide weekly updates on (1) all new inquiries so that Collaborative can decide how to proceed on a per inquiry basis (2) updates on existing clients
- Assist President and Vice-President of the Collaborative as needed

## **Oversee Social Justice activities on the New York State Council including offering research and writing support (45% of Time)**

### **Social Justice Commission and Research and Writing**

Coordinate with Social Justice Commission to:

- Divide writing and research tasks with research team of the Social Justice Commission including the annual legislative ask and legislation monitoring documents
- Set up issue seminars by zoom for the Council in preparation for developing the legislative ask and a seminar to go over the legislative ask prior to the Ecumenical Advocacy Days
- Plan with the Commission an annual in person state Ecumenical Advocacy Day focusing on one or two issues lifted from the legislative ask.
- Work with Executive Director to get buy in from denominational and local church social justice/creation care committees to participate in leader training
- Compile information and resources for the racial justice sub-committee of the Social Justice Commission
- Work on state and Federal housing policy and coordinate with the partnership on housing policy for New York City
- Participate in zoom calls sponsored by other advocacy groups and delegate Social Justice Commission members and local church and denominational members to focus on calls for which they have the most interest.
- Assist Executive Director in setting up, meeting with and supporting social justice committees.
- Receive e-mails and communications from advocacy groups, synthesize information and communicate it through web, newsletter and social media to our constituents.
- Maintain contact lists for local church and denominational social justice committees

### **Social Media and Web**

Monitor and revise website for issue areas and coordinate with office manager about posting of information and lists

- Work with Office Manager to keep contact lists and database updated and current
- Update and maintain Facebook, Twitter and Instagram