



COMMUNITY BUILDERS
NETWORK OF METRO ST. LOUIS

PARTNERSHIP COORDINATOR JOB DESCRIPTION

ABOUT THE ORGANIZATION

The Community Builders Network of Metro St. Louis (CBN) was founded in 2011 at a meeting of over 30 community building nonprofits from across the St. Louis area. These founding members were looking for ways to support each other as peers and advocate for critical issues and policy with a shared voice—especially as federal and state dollars that support community building work continue to shrink.

Since then, CBN has grown from an informal coalition to a 501(c)3 nonprofit with over 70 members, many of whom have been at the table since that initial meeting in 2011. The network is now supported by a team of dedicated staff, AmeriCorps VISTA members, interns, practicum students and a Board of Directors that represents member organizations from a range of sectors and communities across the St. Louis region.

The mission of CBN is to support, connect and celebrate organizations working to champion St. Louis region communities, especially those most impacted by systematic disinvestment. Our network builds bridges across the St. Louis region's community building sector. Our capacity building supports our member organizations and their partners so that they can do their best work. Our advocacy champions policies that strengthen our civic muscle. Our storytelling celebrates what it takes to make our St. Louis communities great places to live.

ABOUT THE POSITION

The Partnership Coordinator will be working directly with our membership to build their capacity to deliver impactful place-based initiatives in their community. This position is responsible for building relationships with the private and public sector to achieve equitable community building efforts, strategically steering and supporting the growth of place-based organizations in the St. Louis community, providing technical assistance to member organizations, and creating and facilitating marketing communication activities that increases awareness to the community building efforts in the region.

Responsibilities include, but are not limited to:

- Manage the membership recruitment and renewal process
- Coordinate organizational assessments of members
- Develop and manage new programs that meets the need of the membership
- Compile weekly and monthly newsletter communication to our network and membership to update the latest community development trends, news and opportunities.
- Coordinate meetings, events, workshops and other activities with member organizations to build and enhance capacity in the community development field.
- Manage tasks, assignments, and required follow-up from meetings and events.
- Prepare meeting summaries and distribute via email to attendees.
- Prepare reports, presentations, documents and correspondence related to project activities



- Develop and sustain close working relationships with a wide variety of stakeholders.
- Research and stay informed on local and state levels legislation and advocacy efforts related to the community development field.
- And other projects as assigned.

POSITION QUALIFICATIONS

Education:

Bachelor's degree (Master's preferred) from an accredited college or university in public administration, urban planning, economics, social work or related field.

Experience:

- At least one year of experience in the community development field.
- Proven experience in facilitating and managing individual and group projects.
- Experience in working, interacting, and influencing civic, community leaders and other key stakeholders at the local and state level preferred.
- Skilled in working with a diverse range of people from a variety of socio-economic levels and building consensus around a common set of goals and outcomes.
- Experience working in complex environments and managing multiple projects simultaneously.

Preferred Knowledge Of:

- Principles and practices of urban planning, community real estate development, economic and workforce development, economic justice, and public policy.
- Relevant community development terminology encountered in the course of work.

Ability To:

- Communicate strongly both orally and in writing; ability to speak publicly (e.g., small groups).
- Organize and prioritize to ensure effective workflow and response to deadlines.
- Establish and maintain effective working relationships with individuals and groups.
- Use basic computer word processing and spreadsheet/database management applications (i.e. Microsoft Word/Excel/Access/PowerPoint applications) and comfortable with the use of virtual meeting technology (i.e. Zoom)

SALARY AND BENEFITS

Employee will have the opportunity to enroll in our organization's medical and dental plan, as well as receive a generous PTO package. Salary ranges from \$48,000-\$51,000, depending on experience. The Community Builders Network of Metro St. Louis is an Equal Opportunity Employer.

Interested candidates should send their cover letter and resume to admin@communitybuildersstl.org with subject line "Application for Partnership Coordinator Position". This position will remain open until the right candidate has been hired.