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Coordinator

Position Title: Southwest Action Group (SWAG) Development Specialist

Date of Posting: December 10, 2021

Employer: Southside Community Coalition (SSCC)

Compensation: Salaried \$23,150 annually

Benefits: Paid holidays; sick/personal leave time earned monthly after 90 consecutive days of employment; hybrid working options including office work, remote work, and direct community engagement following 90-day probationary hire period.

Location: SSCC's office, where accommodations for this position will be made available, is located near the Pleasant Grove and Holmes intersection in the center of southwest Lansing Michigan, which is within SWAG's service area and the focus of this position's efforts (generally defined as S. Martin Luther King Jr Blvd. to the east, the grand River to the north and west, and I-96 to the south). SSCC has free parking, is located on CATA Bus Route #02 with on-site bus stop and has immediate access to dedicated bike lanes that connect with several surrounding neighborhoods.

Position Type: Part-time, 20-25 hours per week, fixed employment term of 24 months

Reports to: SWAG Board President Rachelle White and SSCC Executive Director Patricia Collins

To Apply: Send cover letter, resume and references to Patricia Collins at patc44@comcast.net

Application Deadline: Open until filled.

Position Description

Seeking a motivated and passionate person to further community-led placemaking and entrepreneurial efforts in southwest Lansing, Michigan through a dedicated 24-month program. The part-time SWAG Development Specialist will work closely with the board and membership of Southwest Action Group (SWAG), southwest Lansing residents and neighborhood groups, existing and prospective businesses in the area, governmental agencies and representatives, local organizations, and a variety of other stakeholders and partners to help broaden economic opportunities, increase public and private investment, and improve quality of life in southwest Lansing.

The SWAG Development Specialist will assist SWAG with organizational management and development efforts to implement its goal to assist neighbors, including residents and businesses with a solid foundation of networks leveraged to grow positive, healthy, and active community collaborations that lead to positive change. The SWAG Development Specialist's ultimate focuses are to plan for future activities, build capacity of SWAG and put the organization on a path of greater self-sufficiency.

A successful SWAG Development Specialist requires a deep commitment to and understanding of the Lansing community, in particular southwest Lansing. The individual must possess a strong desire to help people, community, and businesses. A willingness to learn, self-initiative, passion, personability, prioritization and determination are crucial for this position.

Key Roles and Responsibilities

The SWAG Development Specialist will be responsible for, but not limited to the following:

Organizational Management:

- Organize regular SWAG Board and Community meetings (agenda/notices/reports, etc.)
- Meet monthly financial requirements for SWAG
- Manage organizational events and showcases (including programming of the Southwest Lansing Town Square)
- Provide regular updates to SSCC and SWAG and meet reporting requirements of position
- Prepare and revise bylaws, budget, membership listings, service area, etc. as needed
- Maintain organizational records

Organizational and Community Development:

- Develop and oversee marketing, branding, and promotional efforts of SWAG
- Provide for the retention and attraction of businesses and organizations to Pleasant Grove Plaza
- Identify funding sources to develop sustained staff and programmatic support of SWAG
- Support SWAG membership recruitment efforts
- Manage data collection and prepare analysis reports
- Successfully identify, apply for, and manage grant proposals on behalf of SWAG
- Create five-year action plan for organizational development and growth of SWAG
- Develop relationships and collaborate with stakeholders
- Work closely with partners, including the S. Martin Luther King Jr. Blvd. Corridor Improvement Authority (SMLKCIA) and Lansing Economic Area Partnership (LEAP)

Required Qualifications

- Basic understanding of and willingness to learn the skills, concepts and techniques of nonprofit/organizational management and development.
- Unique or personal organizational and community development experience or bachelor's degree or the equivalent combination of post-secondary education and experience in nonprofit or public administration, business administration, finance, or any professional field.
- Demonstrated passion and professional and personal commitment to Diversity, Equity, and Inclusion concepts and practices.
- Proficient use of Microsoft Word, Excel and PowerPoint software.
- Reliable transportation for travel to and around Southwest Lansing.

Preferred Qualifications

- One or more years of experience in nonprofit/organizational management or operations, community development/planning/organizing, fund development, grant administration, or similar relevant experience.
- Basic working knowledge of nonprofit/organizational development and management, community organizing, finance, planning and marketing.
- Bachelor's degree preferred but not required.
- Passion for revitalizing communities, specifically Southwest Lansing.
- Knowledge of fundraising information and development resources.
- Valid driver's license and the use of a personal vehicle for work purposes.

Skills Necessary

- Ability to work independently and in a team/public environment.
- Ability to set priorities and meet deadlines for a wide variety of tasks.
- Strong communication skills, both verbal and written.
- Strong strategic thinking and problem-solving skills.
- Demonstrate a high level of self-direction and strong desire to achieve results.

About Southside Community Coalition and Southwest Action Group

Southside Community Coalition (SSCC):

At South Side Community Coalition, we are committed to enhancing the lives of members in the community through our wide range of activities and events. Over the years, we have been recognized as the leading community center and go the extra mile to make sure our members are happy with our services.

We provide after school programming for elementary aged children and a summer camp for the same age group. Teens serve as mentors and counselors in these programs. We have a teen life skill building program which includes classes and activities off site. We have a senior program which includes monthly luncheons and other social activities, including bingo. We are members of the Greater Lansing Garden Project and manage a hoop house and garden. The produce goes to our food distribution program and to local food banks. And we are a health care outreach site in cooperation with the Ingham County Department of Health.

We also are in coalition with the City in developing and maintaining Beacon Park and with the Southwest Action Group (SWAG) in developing our section of the City.

Southwest Action Group (SWAG):

Dealing with the challenges of today requires problem-solvers who bring different perspectives and are willing to take risks. In 2017, SWAG- Southwest Action Group emerged out of the pursuit of local business owners to inspire and support the community, and a desire for actions to speak louder than words. Established in 2018, we're an organization driven by progressive ideas, bold actions, and a strong foundation of support.

Southwest Action Group (SWAG) exists to organize, unify, and empower local neighborhood groups, residents, organizations, and businesses under one corporation to advance the Southwest Lansing initiative and development plan through public service/volunteerism, public support and charitable activities, including: fundraising, crowdfunding, donations, and grants. In continuation and growth, SWAG will maintain self-facilitated area improvements, designated City easements, and a welcoming nature and sense of community through the local neighborhood and business relationships representative of SWAG.

The specific objectives and purpose of the organization are:

1. To organize local neighborhood groups, residents, organizations, and businesses to unify and empower catalytic directives of the organization;
2. To advance, facilitate, and maintain the Southwest Lansing initiative and development plan;
3. To maintain facilitated area improvements, designated City easements, and a welcoming nature and sense of community through relationships representative of SWAG membership;
4. To encourage public service/volunteerism in the Southwest Lansing corridor;
5. To engage public support through fundraising, crowdfunding, donations, and grants;
6. To perpetuate the focus of placemaking in the Southwest Lansing corridor to include healthy and safe spaces; and
7. To provide a resource and platform for local residents, neighborhood associations, and businesses to enact projects and plans supported by the public.

Both SSCC and SWAG are 501(c)3 nonprofit organizations governed by a board of directors. Learn more about SSCC and SWAG at their websites below:

South Side Community Coalition: <https://www.southsidecommunitycoalition.com/>

Southwest Action Group (SWAG): <https://lansingswag.wixsite.com/lansingswag>