Associate Director Job Description

Job Type: Full-time

About Cultivate Collective: Cultivate Collective's mission is to unite education, wellness, sustainability and economic vitality to drive meaningful, multi-generational impact in our LeClaire Courts community on Chicago's southwest side. In the fall of 2023, we opened the doors to a six-acre neighborhood learning and wellness hub that includes comprehensive community facilities, resources and programming, including a health care center, fresh foods store and café, teaching kitchens, community gardens, wellness facilities, neighborhood walking trails and green spaces, and a three-acre urban farm. The Academy for Global Citizenship's nature-based and innovative Head Start early childhood center and K-8 public school is also housed on-site, enabling a cradle-to-college pipeline that is fundamental to the Purpose Built Communities model of ending intergenerational poverty. The project is on track to be the first in the state to achieve full climate resiliency through on-site net-positive energy production, battery storage, and net-positive water.

Cultivate Collective's six-acre development serves as a catalyst for the neighboring 34 vacant acres and future mixed-income housing development, all of which are located on the former LeClaire Courts Chicago Housing Authority site. The $85 million investment is generating greatly needed economic and community development to the city's under-resourced southwest side. Our vision is to serve as a model and national demonstration site for driving the future of resilient, equitable and vital communities from within.

Job Summary: Cultivate Collective is seeking a highly organized and strategically minded individual to join our non-profit organization as the Associate Director. As the Associate Director, you will work closely with the executive leadership team to provide high-level administrative and operational support. You will play a critical role in driving the organization's mission, managing internal operations, and ensuring effective communication and coordination among various departments.

Responsibilities:

1. Strategic Planning and Execution:

    a. Collaborate with the executive leadership team to develop and implement the organization's strategic initiatives.
    b. Monitor progress on key organizational goals and initiatives, identify bottlenecks, and propose solutions.
    c. Conduct research and provide analytical support for strategic decision-making.
2. Project and Program Management:
    a. Oversee and manage key projects and programs, ensuring they are executed efficiently and effectively.
    b. Develop and maintain project timelines, budgets, and resource allocations.
    c. Coordinate with cross-functional teams to ensure timely completion of project deliverables.
3. Executive Support:
    a. Act as a trusted advisor to the executive leadership team, providing support on various operational and strategic matters.
    b. Prepare and coordinate materials for executive meetings, including agendas, presentations, and reports.
    c. Assist in drafting, reviewing, and editing executive communications and documents.
    d. Participate in funder meetings as needed and assist with preparation and follow up.
4. Communication and Coordination:
    a. Facilitate communication and information flow across different departments and teams.
    b. Serve as a liaison between the executive leadership team and other staff members, relaying information, decisions, and priorities.
    c. Coordinate and schedule meetings, conferences, and events involving internal and external stakeholders.
5. Organizational Efficiency and Effectiveness:
    a. Identify opportunities for process improvements and operational efficiencies.
    b. Develop and implement policies, procedures, and systems to enhance organizational effectiveness.
    c. Monitor and analyze key performance indicators, providing regular reports to the executive leadership team.

Qualifications:

- Bachelor's degree in a relevant field (Master's degree preferred).
- Proven experience in a leadership or management role, preferably within the non-profit sector.

- Strong strategic thinking and problem-solving skills.
- Excellent project management abilities, with a track record of successfully managing complex projects.
- Exceptional communication and interpersonal skills, with the ability to build relationships and collaborate effectively.
- An entrepreneurial mindset and ability to work well independently.
- High level of discretion and confidentiality in handling sensitive information.
- Proficient in using productivity tools and software, such as MS Office Suite, project management software, and collaboration platforms.
- Passion for Cultivate Collective's mission and commitment to making a positive impact in the community.

We offer a competitive salary commensurate with experience, along with a comprehensive benefits package (health care, vision, dental, 401k, paid time off).

To apply, please submit your resume and a cover letter to se@cultivate-collective.org. In your cover letter, please include what makes you passionate about Cultivate Collective's mission and how your experience has prepared you for this role.

Compensation: $55,000-$75,000 salary based on experience, references and credentials.

Note: This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, qualifications, or requirements. The organization reserves the right to modify or amend the job description as necessary to meet the organization's needs.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, gender, age, national origin, or disability.