

ACDC Job Announcement

Title: Director of Community Design & Planning

Supervised by: Executive Director

Description: Full-time, salaried position with benefits

Location: Hybrid remote and Boston, some travel to Quincy and Malden required

About the organization:

The Asian Community Development Corporation (ACDC) works in underserved and immigrant Asian American communities in the Greater Boston region to create and preserve affordable, sustainable, and healthy neighborhoods. We achieve this by building affordable homes and vibrant spaces, empowering families with asset-building tools, and strengthening communities through resident and youth leadership.

Description:

ACDC is seeking a Director of Community Design & Planning who will refine our existing framework for community planning and cultural organizing and serve as part of ACDC's senior leadership team. The goal of this framework is to build working-class residents' power to design more just and inclusive spaces. This Director will directly supervise Youth Programs Manager and Community Design & Planning Manager in executing this framework in their respective departments—the Youth Programs department and the Community Building department. This role will build ACDC's capacity to train cultural workers, community planners, and organizers among staff as well as youth and residents, while innovating the fields.

Responsibilities:

- Designing & Advocating for Spatial Justice
 - Articulate cultural organizing framework that translates “soft power” (arts, culture, social connectedness) into “hard power” (economic investment, land ownership/stewardship, political wins)
 - Represent ACDC in the core working group to create the Chinatown Cultural Plan, in collaboration with other community leaders, city partners from Mayors Office of Arts & Culture, and MetroArea Planning Council
 - Represent ACDC in various coalitions & committees, such as The Chinatown Coalition steering committee, Tufts Community Partners Committee, MACDC peer groups, etc
 - Identify and prioritize opportunities to promote spatial justice in Malden, Chinatown, and Quincy, in collaboration with staff and board, community partners, and elected officials
 - Pilot art and/or resident residencies that leverage social practice art to help transform relationships, systems, and spaces
 - Build relationships across diverse stakeholders including residents, youth, community partners, funders, elected officials, etc
 - Support Managers with placekeeping programs through site selection, impact strategy, budgeting, etc
 - Communicate ACDC's impact and participate in learning exchanges among organizers, cultural workers, and planners across neighborhoods, cities, and states



- **Department & Staff Management**
 - Understand experiences, challenges, and opportunities in ACDC neighborhoods with goal of addressing gaps through coordinated programming, projects, and/or policy
 - Supervise staff in creating strategies, logic models, and workplans for Youth Programs and Community Power departments
 - Create systems and internal rhythms needed to promote shared visioning and collaboration across ACDC departments (eg. meetings with dept managers, neighborhood-specific meetings, slack channels, project management tools, etc)
 - Supervise staff and interns with the goal of investing in their professional development and sustainability in field
 - Perform annual staff reviews and coach staff growth throughout year
 - Build volunteer base to support departments and expand staff capacity
 - Work with Development & Communication team to develop updated grant language, track metrics, and communicate impact or vision with funders and donors
 - Regular check-ins with Executive Director to ensure that programs and projects align with overall organizational vision
 - Facilitate quarterly meetings with Programs Board Committee
 - Submit monthly board reports to Executive Director, coordinating with department managers to collect highlights and data

Qualifications sought:

- Experience with arts-based community development, cultural organizing, and/or community planning
- Experience working alongside and in service of working-class and immigrant communities
- Experience managing staff, interns, and/or volunteers
- Commitment to youth and resident-driven decision-making processes and social change
- Strong interpersonal and communication skills (verbal & written) to engage diverse staff, residents, youth, community partners, elected officials, funders, etc
- Strong emotional intelligence with ability to analyze, negotiate, and problem-solve
- Proficient strategic thinker who can identify challenges and frame opportunities
- Deep listener, capable of using inclusive language and behaviors
- Willingness to work a flexible schedule, including availability during some evenings and weekends
- Fluency in Mandarin and/or Cantonese strongly preferred
- Experience with public art production or coordination preferred but not required
- 3+ years of personnel management experience

Benefits

- Medical/Dental/Vision insurance and flexible spending account
- Time off: 3 weeks of paid vacation, 19 paid holidays, 6 paid sick days, and 2 paid personal days per year
- Employer contribution with additional match in 401k for eligible employees
- Optional 4-day, 40hr workweek

Salary Range: \$60,000 – 85,000

Note: Starting salaries are ultimately determined by the scope of the position and the candidate's relevant experience and education.

ACDC's Commitment to Diversity, Equity, Inclusion, and Belonging

We are actively interested in ensuring that ACDC represents a range of experiences and backgrounds. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, gender identity, sexual orientation, disability status, or any other characteristic protected by applicable law. AA/ EOE

Work Environment

ACDC continues to observe COVID-19 safety protocols and requires all staff to be fully vaccinated. The Boston office allows visitors and clients only by appointment. Masks are currently required in all common areas. This position requires a minimum of one day on site until further notice. The office is climate controlled with heat and air conditioning.

To apply, please e-mail your resume to:

Jeena Chang, Director of Community Programs & Design at jeena.chang@asiancdc.org with the subject line: **"Director of Community Design & Planning - [NAME]"**

Please include in your email how you learned about the job opening (personal referral, social media, website, etc.)

If desired, applicants can also include 1-2 work samples or a link to their website/portfolio.