



RAIL CDC Operations Administrator
Please email your Executive Director Ryan Winkle ryan@railcdc.org

Responsibilities

- Develop and improve systems, processes, procedures and other tools in support of organizational goals.
- Support the Executive Director and program staff in meeting work plan goals, grant milestones and critical deadlines.
- Work closely with the bookkeeper to prepare accurate and timely grant and contract billings.
- Prepare proposals and reports for foundation, corporate, and public sector funders and other revenue opportunities.
- Lead the development and implementation of the overall communications strategy and priorities. Work with staff to craft messaging and stories in connection with their programmatic responsibilities and goals.
- Coordinate special events, tours and other external activities.
- Support the Executive Director in planning staff meetings, board meetings and funder engagement.
- Oversee consultants and vendors involved in communications, event planning and other relevant organization-wide work.
- Oversee office operations including routing mail, ordering supplies, and coordinating staff calendars.

Qualifications

- Minimum 5 years' professional experience with administrative, operations or office management responsibilities, preferably in the nonprofit sector.
- Good problem-solving skills with a willingness to be flexible and proactive.
- Well-organized, detail-oriented, and able to prioritize and handle multiple tasks without compromising quality.
- Ability to communicate effectively and work collaboratively with co-workers and a diverse range of individuals and organizations, including but not limited to, residents, community development organizations, public agencies, private developers, funders and lenders.
- Ability to embrace and promote a culture of individual and shared trust and accountability – internally and externally.
- Experience and knowledge in government contracts management and compliance is preferred. Strong project management skills.

- Attention to detail and deadlines, especially in the areas of contract management and reporting.
- Ability to work simultaneously on multiple tasks and projects, set priorities for a time-sensitive workload, and be a solution-oriented professional.
- Excellent computer skills and working knowledge of [insert what you use regularly]. Candidate must also have the capacity to learn and navigate new software required.

About RAIL CDC

RAIL CDC 501c3 (est 2013) is a place-based community development corporation that offers corridor development, small business technical assistance, neighborhood organizing and LISC Phoenix FOC pilot program and SBA navigator in LMI census tracts around public transit in East Valley Az. We do this with an Anti Displacement and community wealth-building lens.

In the first half of 2022 we have worked with 150+ small businesses with over 976 TA hours worked. We worked with financial institutions to develop \$687k in successful loans and assisted in over \$484k in grants. In 2021 we worked with 317 businesses and 82% are women and/or people of color. During the pandemic in 2020 & 2021 we have helped 151 businesses apply for and receive more than \$7M in grants, ppp forgivable loans and EIDL loans. 96% of those businesses are BIPOC or woman-owned and all are in LMI areas. We partner with the Asian Chamber of Commerce Inc in Arizona to work with the Asian District in Mesa as well as the Asian Owned Small Business population.

Mission: Stewarding community partnerships, advocacy, and assets in our transit corridors by empowering one business and one neighborhood at a time.

Vision: Thriving people-powered neighborhoods that are equitable, loving, and lasting.

Current Programs include the Equitable Business Technical Assistance Program, SBA Navigator Program, Consultants of Color Coalition, Creative Academy, ABACUS: Asian Impact in Arizona, Asian District Restaurant Entrepreneur Academy, Only On Apache Corridor Development Program & Community Advisory Committee, La Victoria Community Development, Distrito Latino Junta De Negocios and Comisión Consultiva del Distrito Latino, Southside Neighborhoods Barrio to Barrio & Neighborhood Platicas, Distrito Latino neighborhood Heat Action and Resiliency HUB strategic planning, Tempe BIPOC Small Manufacturers Program

Pay: \$55,000.00 yearly including paid holidays, vacation, sick leave and PTO.

www.railcdc.org