



INTEGRATION MANAGER PHASE I JOB DESCRIPTION

Salary Range: \$75,000 to \$82,000

Benefits: Health, Dental, and Vision Insurance, 403B Plan, 10-days starting vacation plus 11 holidays and 2 personal days, and paid sick leave

About the Southeast Economic Opportunity Center (SEOC)

The Southeast Economic Opportunity Center's mission is to be a culturally competent, relevant, and welcoming place where community members in Southeast Seattle and beyond can access opportunities for higher education, good paying jobs, childcare and health services, affordable rental and ownership housing, and support to start and keep a business.

The SEOC, currently in programming, design, and pre-development stages, will be a village/campus situated on 3.5 acres of land adjacent to the Othello Light Rail Station. The campus will consist of four buildings that will house over 400 market rate and affordable rental and homeownership units, a college prep high school, a community health clinic, early learning classrooms, a multi-cultural hub center of service providers, small business support, retail spaces, flexible spaces for learning and gathering, and a plaza for the community to use and enjoy.

About the Integration Manager Phase I Position

The Integration Manager Phase I is a long-term temporary position lasting 2-3 years, with the potential to transition to a permanent position in year three by applying for Phase II. In Phase I, the Integration Manager will work with multiple partners and community during the programming, design, and pre-development stages of the Southeast Economic Opportunity Center (SEOC) to coordinate an integration plan and methodology that will unify a variety of programs, services, and uses under one village/campus atmosphere. Phase II of the Integration Manager will implement the integration plan once construction of the SEOC is complete, and will monitor, evaluate, and revise implementation of the plan as necessary.

This posting is for Phase I of the Integration Manager. A competitive hiring round for Phase II will take place in year three. Moving from Phase I to Phase II is not guaranteed.

CRITICAL COMPETENCIES FOR SUCCESS

A successful candidate will be a people person with a demonstrated commitment to race and equity practices, experience working collaboratively and in coalition building, excellent verbal and written communication skills, a history of advancing community-led work (preferable in Southeast Seattle), top notch organization abilities, comfortability working in a fast-paced environment with multiple entities, and an understanding of strategic business and operation planning.

Duties & Responsibilities

The Integration Manager Phase I will report to the HomeSight lead for the SEOC Project and be subject to oversight from the SEOC Governance Advisory Committee. The Integration Manager Phase I will have the following major responsibilities:

- 1. (50%) Develop the methodology and structure to govern the SEOC village/campus partnership**
 - Acting as a conduit between HomeSight and SEOC Governance Advisory Committee, SEOC partners, and community, gather and distill information to inform short and long range goals for an integrated village/campus, and work collaboratively with these entities to establish objectives, strategies, a timeline, and measurable outcomes
 - Explore, develop, and test operational and administrative plans and programs that strengthen the network of partners, build a cohesive and integrated village/campus, and empower partners to meet short and long range goals

- 2. (30%) Build, coordinate, and maintain communications between HomeSight, SEOC Governance Advisory Committee, SEOC partners, and community**
 - Serve as the point person for the village/campus communication
 - Facilitate meetings and staff work groups to development integrated programs in partnership with HomeSight, SEOC Governance Advisory Committee, SEOC partners, and community
 - Supervise Integration Program consultants or additional staff

- 3. (20%) Staff and convene the SEOC Governance Advisory Committee**
 - Working with the SEOC Governance Advisory Committee, contribute to securing grants and dues supportive of the village/campus and managing the performance of those grants and related staffing
 - All other functions necessary for successfully integrating services

MINIMUM QUALIFICATIONS

- Strong leader and collaborative team player
- The ability to relate to a wide spectrum of people, including political representatives, leaders of other organizations, institutional and community leaders, Board members, clients, and staff
- Demonstrated competency in managing and motivating a diverse staff, stakeholders, and collaborators
- Experience planning, implementing and evaluating programs, system development and/or initiatives
- Experience in working successfully across multiple sectors and organizations on mutual programs by providing leadership for a collaborative or within a collaborative structure
- Have a record of success in developing strategic goals and implementing, coordinating and managing plans/programs to attain them
- Experience applying measurement processes/methods for assessing program outputs and

outcomes or progress toward goals and objectives

- Experience with business planning, operations, and resourcing of both small business and non-profit organizations
- Financial management skills
- Demonstrated knowledge of marketing as it relates to program implementation
- Exceptional communication skills, both written and oral
- Demonstrated project management experience
- Relevant bachelor's or post graduate degrees preferred but not required

Please submit your resume and a 1-page cover letter to Uche@homesightwa.org and cc: Tony@homesightwa.org. Applications will be accepted until December 21st.