



ROLE: Network Engagement and Resources Associate

LOCATION: Hybrid (Atlanta, GA or Washington, DC)

TRAVEL EXPECTATIONS: 10%

SALARY: \$65k to \$80k

ABOUT PURPOSE BUILT COMMUNITIES

Purpose Built Communities® is the national leader in strengthening neighborhoods and opening pathways to prosperity and opportunity for all. As a philanthropically funded nonprofit organization, we form long-term partnerships with Community Quarterback Organizations, which are hyperlocal, nonprofit organizations that work with residents and partners to advance a comprehensive strategy that supports the vision of the community. Through the determination and creativity of these organizations—and the expertise, resources, and advocacy of Purpose Built Communities—the foundational elements of a thriving neighborhood begin to take shape. This includes high-quality, mixed-income housing; excellent schools; inclusive spaces that nurture physical and mental health; and an active commercial core that keeps the neighborhood economically vibrant. Purpose Built Communities currently supports more than 25 Community Quarterback Organizations in cities across the U.S. Together, and along with Purpose Built's strategic partners, we are strengthening neighborhoods so that everyone can prosper in the places they call home.

Purpose Built Communities' Core Values:

- **Possibility:** Our purpose is proving the possible, not settling for the probable.
- **Impact:** We take action and build bridges to create lasting impact.
- **Community:** We cultivate connected, mutually contributing communities.

To learn more about Purpose Built Communities, visit www.purposebuiltcommunities.org.

ABOUT THE NETWORK ENGAGEMENT AND RESOURCES ASSOCIATE ROLE

Reporting to the Senior Vice President (SVP) of Network Engagement & Resources, the Network Engagement and Resources Associate will manage the administration of the Network Member Benefits program, ensuring efficient processes and attention to detail.

Key responsibilities include overseeing financial investments by processing agreements, initiating payments, and tracking all investments in Salesforce. This includes managing grants to Network Members, event stipends and sponsorships, and coordinating other non-financial benefits. Additionally, the Associate will support Purpose Built's community of practice by facilitating group coordination, managing network communications, and maintaining PBCx, the online resource platform for network members.

This role offers opportunities for professional development and growth, with the potential to expand into group facilitation and resource development responsibilities over time.

RESPONSIBILITIES

General Administration (50%)

- Process agreements, initiate payments, and track investments in Salesforce for all Investment types
- Manage calendar of Community of Practice, Cohort Groups, and Geographical Alliances
- Track all Network Member benefits in Salesforce; develop and generate reports at regular intervals
- Develop Investment Agreements using provided templates
- Communicate with Network Members as needed via email or phone to ensure timely receipt of agreements and funds and help problem-solve

Logistics Support (25%)

- Support event logistics for Network Member Leadership Convening, Peer Exchange Program trips, and other events as needed
- Provide support to in-person Geographic Alliance events and convenings

Community of Practice Support (25%)

- Provide support for Community of Practice groups: group coordination, knowledge management, resource development
- Provide administrative support and maintenance for PBCx (Network-wide Intranet): Resource Library, People Directory, Events, Network Directory
- Draft Network Communications via PBCx and monthly newsletter

PREFERRED QUALIFICATIONS

Previous Experience

- Experience working in the community development field and/or with a network of mission-aligned organizations is a plus.
- Experience with collaboration tools such as Teams or Slack. Experience working in a virtual, matrixed environment supporting multiple principals with diverse leadership and management styles is a plus.
- Bachelor's degree a plus.
- Up to 2 years of full-time work experience is required. More than 2 years is preferred.

Skills and Abilities

- Exceptional written and verbal communication skills.
- Strong organizational skills and detail-oriented.
- Proven ability to create persuasive and clear communications for various audiences.
- Capacity to evaluate complex data and identify key trends to inform decision-making.
- Ability to drive your workstreams, successfully balance multiple projects, and prioritize tasks to meet deadlines.
- Strong relationship and team-building skills.
- Very adept at working with diverse individuals and stakeholder groups.
- Familiarity with community development concepts is preferred.
- Proficiency in Salesforce, MailChimp, Canva, WordPress, and MS Office Suite preferred.

Staff Attributes for All Roles at Purpose Built

- Deep investment in Purpose Built's Core Values.
- Ardent commitment to continuing on a racial equity journey organizationally within Purpose Built and its Network, as well as personally.
- Exemplify a respected professional recognized for collaborating with others with a commitment to integrity, candor, and transparency.
- Lived or shared experiences with the people who call Purpose Built Communities home is a plus.

COMPENSATION AND BENEFITS

Salary: \$65k to \$80k.

Purpose Built Communities offers a generous and comprehensive benefits package effective on the first day of employment for all full-time staff that includes:

- Options for fully-paid or subsidized health insurance plans.
- Subsidized dental and vision insurance plans.

- 401(k) retirement plan, including an employer match contribution up to 4% of salary.
- Cell phone reimbursement of \$75 per month.
- 12 weeks of fully paid parental leave in connection with the birth or adoption of a child.
- Fully-paid Life and Accidental Death and Dismemberment Insurance plan of \$50,000.
- 17 days of PTO per year for employees in their first three years of service. Annual PTO allotments increase with additional years of service, up to 28 days of PTO at 15+ years of service.
- 24 paid organizational holidays and 1 paid floating holiday.
- Flexible work model.