

# Bridging The Gap

## Position Description

<b>Job title</b>	<i>Community Resources and Resilience Director</i>
<b>Reports to</b>	<i>Executive Director</i>
<b>Status</b>	<i>Full-time, exempt</i>

### **Job Purpose**

Bridging The Gap, Inc. (BTG) is an environmental non-profit established in 1992, with 35 employees, a broad slate of programs, and an emphasis on justice. The Community Resources and Resilience Director is one of four senior leadership team positions at BTG. Of BTG's 35 employees, 7 report to this position. The Director will play a crucial role in our mission by overseeing programs and leading strategy, advocacy, and relationship-building in two major strategic areas:

- Residential energy and water efficiency, as a means to reduced utility bills, greater comfort and safety, reduced use of fossil fuels, and climate change resilience.
- Recycling, composting and litter abatement, as a means to beautify neighborhoods and job opportunities in recycling.

Serving historically underserved and oppressed communities is a particular focus for this position. Among other duties, the Director will serve as an educational champion and a champion for people experiencing environmental injustice, advocating for solutions and raising awareness in city and possibly state and federal governments about climate change, unjust energy bill burdens, neighborhood blight, and more. She/he/they will be expected to lead in educating and supporting our citizenry about such issues as climate change, energy efficiency, and the benefits of vegetation, so that environmental justice and other environmental objectives are achieved, helping to create a fairer, greener tomorrow.

At Bridging The Gap Inc., we are committed to fostering an equitable, sustainable workplace and future for all. Share your passion at a forward-thinking organization--a place where you can shine, and at the same time help create a fairer, greener tomorrow.

### **Primary Duties and Responsibilities**

**Program manager supervision:** The Director has 2-3 program manager direct reports (depending on funding) and is ultimately responsible for the success of these programs, their adherence to budgets and other contractual obligations. The Director will lead program staff in creating a high-performance, customer service-oriented environment in the office, in residents' homes and at the recycling centers. The program staff is currently as follows:

1. **Water- and energy-efficiency programs (3-4 employees):** Our team installs small efficiency devices such as light bulbs, repairs some plumbing problems, and less frequently contracts for the installation of larger items such as heating and cooling. He/she/they engage contractors for home or apartment building renovations, coordinating with many partners such as Evergy, the City of KCMO's Water department, and other non-profits doing similar work, such as Jerusalem Farms or Hope Builders. The Director will direct responsible prioritizing and spending of renovation dollars.
2. **Program manager supervising three drop-off recycling centers (3-5 employees),** which provide recycling support to 55,000+ visitors per year with a full-time staff of three.
3. **Composting and litter:** The Director will help manage, hire for and direct a federal grant to educate residents about composting, a city grant involving surveying for recycling contamination at curbside, and other work related to litter abatement.

#### **Community Education/Engagement/Partnerships/Relationship building**

- Lead in the development of community outreach, relationships and services, ensuring citizens are aware of and can benefit from program services and that all voices are heard and represented.
- Develop and maintain positive relationships with local government officials, non-profit organizations, neighborhood organizations, and community agencies, contractors, and coordinate outreach and services in the community.

#### **Contracts and Grant Management**

- Manage city contracts, a primary funding source, by communicating frequently with city leaders and reviewing contracts to ensure goals are being met and funding properly spent.
- Support the Executive Director in identifying potential contracts, grants and private funders, to continue with programming. Engage with current and potential funders and other stakeholders, ensuring a warm relationship, transparent communication and accountability.
- Maintain adherence to federal guidelines.

#### **Senior leadership responsibilities**

- Create a positive, strengths-based environment for BTG.
- Assist ED and other senior team members in developing and adjusting strategic plans, scanning the horizon for new opportunities and relationships and pursuing them as assigned.

\*Other job-related duties as requested and subject to reasonable accommodation.

## **Qualifications**

We welcome candidates who possess most of the required skills and demonstrate potential for growth. Bridging The Gap values lived experiences and prioritizes a willingness to learn. Applicants from historically under-resourced communities are strongly encouraged to apply; their knowledge of these communities is considered a valuable contribution to this position.

- Bachelor's degree in a relevant field or equivalent related OR in lieu of a bachelor's degree, 6 - 9 years of stated relevant experience
- Strong interpersonal skills and demonstrated experience in effectively managing people. Ability to build and maintain positive relationships with staff, community members, and stakeholders
- Organizational skills: strong ability to manage multiple tasks, prioritize effectively, and meet deadlines
- Strong communication skills, ideally written and verbal, and community engagement experience
- Leadership skills: ability to inspire, motivate, and unite diverse team members towards achieving common goals
- Innovative problem-solving skills and the ability to foresee and address potential issues
- Strong work ethic and ability to lead by example
- Entrepreneurial spirit and self-starter attitude
- Understanding or experience with managing government contracts and negotiations is a plus
- Connections or experience with Kansas City area organizations and neighborhoods is a plus

## **Working Conditions**

The Director will work primarily in an office setting (as opposed to remotely) but is likely to visit program participant homes or neighborhood groups, sometimes within hot and cold conditions, depending on the season.

## **Physical Requirements**

Major physical activity frequently used in this position includes:

- Standing: Remaining upright on the feet, particularly for sustained periods of time
- Walking: Must be able to frequently move and traverse about on foot to accomplish tasks
- Light work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force constantly to move objects

## **Positions Supervised**

Water & Energy Efficiency Program Manager, Recycling Center Program Manager, and new program manager for composting/litter grant.

## Salary & Benefits

Benefits include 90% of health, dental, vision, and life insurance, and 100% disability insurance, two (2) weeks of paid vacation, paid holidays including the week between December 24th and New Year's Day but may be adjusted to meet your cultural or religious preferences, supportive team atmosphere, some schedule flexibility, and a dog-friendly office.

Starting salary is \$72,000 to \$82,500 commensurate with experience.

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity, and excellence in service. BTG encourages people from all backgrounds to apply.

**To apply:** Please submit (email preferred) a cover letter and resume outlining your qualifications for the position including work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap  
Attn: Glenda Swinton  
1427 W 9<sup>th</sup> St, #201  
Kansas City, MO 64101  
[glenda.swinton@bridgingthegap.org](mailto:glenda.swinton@bridgingthegap.org)