CAMCONNECT

EXECUTIVE DIRECTOR

POSITION DESCRIPTION

INTRODUCTION & BACKGROUND

Camden New Jersey is building upon the combined influence of its community's commitment, resources and skills to increase community strengths and address community problems. We realize that crucial to community capacity building is access to information. *CAMConnect* is the proposed vehicle through which this vision will be realized, by providing reliable, easy to understand data to community groups and government agencies to facilitate better planning, policy formulation, resource development and evaluation. *CAMConnect*, a Camden-based non-profit organization, is dedicated to mobilizing a cross-section of community representatives and institutions to resolve issues affecting the quality of city life within Camden. *CAMConnect* acts in partnership with existing Camden representatives, organizations and institutions to help fill gaps in expertise and resources; foster consensus; and plan strategies for addressing Camden's challenges and opportunities. *CAMConnect*'s Stakeholders have agreed to collaborate on the development of an advanced information system with integrated and recurrently updated information on citywide and neighborhood conditions. These stakeholders share the belief that the city, its residents and the agencies that serve them will be able to use this information to improve the quality of life.

MISSION & VISION

CAMConnect's purpose is to create a learning partnership that includes community and neighborhood groups, government agencies, community based organizations, hospitals, educational institutions, other nonprofit organizations as well as for profit groups, that provide or use data in order to foster public policy, help in development of programs and services, and to evaluate the effectiveness of decisions and improvements in Camden City. *CAMConnect* will do so by providing a widely and easily accessible gateway to neighborhood indicators; access to technical assistance in developing, interpreting, and using indicators; data partnerships to develop and use primary source data; and a forum for assessing progress toward shared goals.

This learning partnership is a collaborative effort to share particular expertise, experience and credibility for the benefit of Camden City. Through this collaborative process Camden will strengthen its voice, advocate for and be an active player in decisions made about its families and communities. We believe that sharing and using data will lead to informed decisions and better policy making, to support the improved quality of life of all citizens of Camden.

The key elements of *CAMConnect* are:
1. Collection and storage of neighborhood/city level data;
2. Development of meaningful indicators of the community's economic, social and physical health;
3. Creation of information that can be understood and used by the community; and
4. Access to multiple forms of products.

CAMConnect products will include databases, training, community forums, reports, seminars, a web site and maps. The primary activities and functions of the *CAMConnect* include:

    A. Assembling and updating an integrated computer system (a data warehouse) with a broad variety of indicators at the neighborhood/city level

    B. Maintaining integrity in the assembly and use of data, giving special attention to confidently requirements;

    C. Proactively promoting and facilitating the use of information by community groups and other local stakeholders for practical policy and planning applications;

    D. Primary emphasis on the use of information by residents and leaders of the Camden community to accomplish their goals;

    E. Democratizing information -- facilitating the use of information by the stakeholders themselves;

    F. Maintaining the trust of data providers and users over the long term;

    G. Implementing policies to make *CAMConnect* self-sustaining;

I. GENERAL RESPONSIBILITIES AND DUTIES

The Executive Director for *CAMConnect* will be responsible to the Board for launching overseeing and managing the Camden Data Warehouse and other *CAMConnect* project initiatives, such as generating, analyzing and mapping local demographic and other data for use by community groups, institutions and government agencies. The Director will provide guidance and recommendations to the Board with respect to policies and procedures, and implement Board decisions. A collaborative style of work is expected with *CAMConnect*'s Governing Board, Stakeholders, staff and other program managers/directors.

Principal Duties and Responsibilities

    1. Manage all activities of *CAMConnect*, including marketing, contractual relationships, and coordination with Stakeholder organizations in the areas of:

        • Data acquisition and development

        • Development of indicators

        • Technical assistance to users

        • Roundtable discussions of indicator issues.

    2. Demonstrate leadership and management skills to effectively guide the overall functioning of the organization.

    3. Hire and supervise staff.

    4. Manage office and supervises and evaluates personnel

    5. Establish and manage administrative systems that assure efficiency and accountability, as well as compliance with all pertinent state and federal regulations.

    6. Prepare an annual budget and, with the support of the Board, develop fee-for-service policies to help ensure sustainability and conduct fund-raising; and execute budget

    7. Oversees development of quarterly financial statements and manages variances

    8. Manage checking and internal fiscal control systems

    9. Seek financial support for **CAMConnect** operations

    10. Serve as primary spokesperson to other entities

    11. Respond to media, foundation and other requests

    12. Ensure compliance with Board approved Program Plan

    13. Manage Board relations and Board Committee functioning

    14. Operate CAMConnect in a manner to be an example to other organizations and keeps it ahead of external developments

II. PROJECT/TECHNICAL RESPONSIBILTIES AND DUTIES

A. Build *CAMConnect*'s/Camden Data Warehouse's database
1. Negotiate Memoranda of Agreement with data providers to acquire additional data
2. Develop, update and refine descriptive information summaries on Camden neighborhoods
3. Oversee development of standard format and integration of existing and future data

B. Develop On-Line Resources
The Director will oversee the following:
1. Design of *CAMConnect* website and its products
2. Installation of information products (maps, charts, graphs, reports) and resource database online
3. Applications to provide external users the capability to create interactive maps online
4. Marketing of *CAMConnect* on-line resources
5. Training to community organizations, agencies and others on using *CAMConnect* resources.

C. Data Analysis, Mapping and Strategic Planning Assistance
The Director will oversee the following:
1. Work with data users and providers, to determine data needs
2. Design of data projects using available data
3. Design and delivery of training on the use of geographical information
4. Analysis and organization of data for presentation
5. Management of data/presentation consultants and partners
6. Development of information products including maps, charts, graphs, summary analysis narratives, lists and computer files;
7. Development and support of information and research sharing networks
8. Production of the Data Reports
9. Coordination of Board and Stakeholders meetings as well as issue forums

D. COMMUNITY OUTREACH
CAMConnect through its community outreach, will provide consultation, technical assistance, and skilled support to the citizens of Camden City's neighborhoods in accordance with the guidelines set forth in the business plan, Specifically, in the following areas:
1. Review the data obtained in community population profiles and identify those issues which are most directly impacting on the residents of their respective neighborhood
2. Identify actions proposed in community assessment to ameliorate the identified issues, or propose new initiatives which would eliminate those issues
3. Assist in the development of improvement plans at the neighborhood level to directly implement the recommended actions
4. Assist in carrying out the plans over a specified, and limited period of time
5. Assist neighborhoods in evaluating their own performance in implementing their development plans periodically during the implementation period
6. Educate and advise citizens on the use of CAMConnect
7. Serve as a source of data, information and policy analysis to the continuity

8. Assist in the development of partnerships between providers, funding institutions and citizens

9. Identify adjustments to State, County, City developed need estimates to reflect unique neighborhood experience or priorities.

E. Other Program Support
1. Help prepare funding proposals and status reports;
2. Develop and use a business plan and work plans to guide the direction and evaluation of *CAMConnect*
3. Design and conduct training of community-based organizations;
4. Participate in program managers, all staff, board of directors and related meetings;
5. Serve as *CAMConnect*'s principal liaison and participate fully in advancing the mission of *CAMConnect*
6. Other duties as assigned.

III. QUALIFICATIONS
1. Masters degree in any field related to community development
2. Experience working in or with a nonprofit, community-based organization
3. Experience working with government agencies
4. Organization-building capability and demonstrated leadership
5. Experience in building and managing a volunteer resource base
6. At least 5 years of experience in project development, project management, information systems development or maintenance, research, consulting or related areas;
7. Experience in data analysis and policy formulation
8. Experience in strategic planning
9. Good interpersonal, communication and organizational skills;
10. Strong computer skills and experience using programs such as Access, Excel, SAS, ArcView, and Visual dbase, or other relevant database and GIS mapping software;
11. Flexible self-starter, capable of handling multiple tasks and meeting deadlines;
12. Commitment to building the capacity of nonprofit and community-based organizations to use data more effectively;
13. Familiarity with Camden City