



Position Description

Title: Blue Line Coalition Manager	Hours: Monday-Friday 8-4:30 pm
Job Classification: Exempt	Supervisor: Tawanna Black, Executive Director

Blue Line Coalition Overview:

The Blue Line Coalition (BLC) exists to build community-based power to advance local and regional equity and community health by securing community benefits, changing policies and systems to support the creation of wealth and well being of historic communities of color, immigrant/refugees, migrants, people living with disabilities and low-income communities along the Blue Line Corridor.

Formerly known as the Bottineau Light Rail project, the Blue Line Extension is a light rail development that runs through the communities of North Minneapolis, Golden Valley, Crystal, Robbinsdale and Brooklyn Park. Formed to address equity and shared benefit around the METRO Blue Line Extension transit development, the coalition represents 17 diverse community based organizations connected to the Blue Line.

The Blue Line Coalition is a new strategic integration partner of Northside Funders Group, and in through that partnership, the Northside Funders Group provides project, facilitation and convening support for the Coalition.

Northside Funders Group (NFG) Overview: NFG is a place-based, collective impact collaborative of corporate, family and community foundations and public sector partners who are aligning strategies and investments to catalyze comprehensive, sustainable change in North Minneapolis. Collectively, NFG is advancing strategies to extend the prosperity of the Twin Cities to this part of our community by building social capital, thriving economies and thriving learning communities. NFG staff are employees of The Minneapolis Foundation, who serves as the fiscal sponsor for NFG.

The Minneapolis Foundation (TMF) was founded by local business leaders in 1915, and is one of the nation's largest community foundations. The Foundation helps charitable individuals, families and businesses realize their vision for a better community and world.

Position Overview:

The Coalition Manager is a new position created to expand the operational capacity of the Blue Line Coalition. The Coalition Manager will advance the implementation of work plans, act as a representative of BLC in the community, oversee general management of coalition operations, and provide direct support to the Blue Line Coalition Membership and Action/Campaign Teams. This position reports to the Executive Director of the Northside Funders Group and receives direction from the BLC Steering Committee.

Principal Duties and Responsibilities:

25%	<p>Convening, Coordination & Facilitation</p> <ul style="list-style-type: none"> • Work with Steering Committee Leadership to design meeting agendas and provide facilitation support for broader coalition and Action/Campaign meetings • Staff and Coordinate meetings of the BLC and related committees and action teams • Direct action in between meetings based on work plans • Synthesize information and ideas and share out next steps • Guide planning, reflection, and evaluation process with members • Strategic program development to advance BLC goals 	Essential
20%	<p>Member Relations</p> <ul style="list-style-type: none"> • Onboard and orient new coalition members • Develop and manage compensation and honorarium models for action team members, fellows, interns and volunteers. • Ensure effective and inclusive engagement of coalition members from all Blue Line jurisdictions and appropriate populations, as identified by the Steering Committee. • Identify and advance opportunities for members to influence decision-making and implementation to accelerate increased economic opportunity for low-income people of color and shared regional prosperity. • Develop strong, collaborative working relationships with members, funders, other affinity groups, and leaders of other nonprofit, private, and public sectors at the local, regional and national levels and prepare members for engagement. 	Essential
20%	<p>Vision and Leadership</p> <ul style="list-style-type: none"> • Provide guidance in the development, promotion and achievement of the Blue Line Coalition vision, mission, strategies, and activities. • Identify and cultivate opportunities to develop shared strategies to foster long-term systemic change that advances enhanced resident, property and business owner decision making and 	Essential
15%	<p>Research & Technical Assistance</p> <ul style="list-style-type: none"> • Accurate and timely research gathering & synthesis • Provide technical support and preparation for members representing the Coalition on other groups • Advise on organizing and outreach strategies as it relates to BLC goals and activities • Engage research consultants and partners as needed 	Essential
10%	<p>Project & Budget Management</p> <ul style="list-style-type: none"> • Work with Steering Committee to establish and manage the annual operating budget to assure that BLC operates within a balanced budget • Prepare grant requests and reporting requirements as specified by funders in order to maintain sufficient grant support for operations. • Manage outside contracts, vendors and consultants • Partner with Northside Funders Group leadership to ensure appropriate fiscal management and reporting. 	Essential
10%	<p>Communications & Technology</p> <ul style="list-style-type: none"> • Maintain BLC website, social media, emails • Coordinate strategic efforts around social media and campaigns • Develop a coordinated receptacle for accessible information 	Essential

	<ul style="list-style-type: none"> • Create and implement a system to share information consistently across members and committees 	
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Minimum Qualifications:

The ideal candidate is a seasoned manager; a multi-tasker with great attention to details; a self-starter who is comfortable with ambiguity and can create structures to guide their work; and a solutions-based agent of opportunity.

- Bachelor’s degree and a minimum of three to five years related experience and/or training or equivalent combination of education and experience.
- Knowledge of transit-oriented economic development and smart urban design as it relates to transit, equity, community engagement
- Familiarity with Northwest metropolitan region
- Experience working with coalitions, collaborations and teams with diverse leadership skills
- Judgement and ability to navigate and negotiate chaos, conflict and move towards action
- Ability to conduct and facilitate structural policy analysis
- Group facilitation and process skills including virtual meetings
- Understanding of the complexities of coalition work, regional work and the various systems engaged in transit.
- Keen on the intersectionality of race, class, gender, gender identity, policy, and ability
- Leads with a generative approach, seeing possibilities and assets rather than problems and threats
- Understands the importance of both long-term strategies and short-term wins
- Time management skills with ability to manage to BLC priorities and resources
- Familiar with reporting metrics and ability to maintain fidelity to those
- Communication and facilitation skills that are inclusive of the racial/cultural make-up of coalition
- Demonstrated skills at managing financial and administrative systems
- Resourceful, self-directed, and able to work independently with minimum supervision.

Measures of Accountability:

Include the degree to which:

- Areas of responsibility are managed and quality of work is maintained.
- Cooperative and effective work relationships are demonstrated.
- Various forms of communications are effective.
- Confidentiality and discretion is demonstrated.
- The collaborative performs effectively.
- Adherence to policies and procedures is demonstrated.
- Work time is scheduled to effectively meet accountability requirements.
- Degree to which regular and reliable attendance at work is maintained.

Supervision Responsibilities

Project-based as needed.

Working Conditions

Must have access to reliable transportation. Outreach and community meetings along the BLC corridor will be a significant part of the job. Office space in North Minneapolis will be provided. Must be able to work at a Mac computer for extended periods of time.

The Minneapolis Foundation is an Equal Opportunity Employer