



CCM : LOS ANGELES REGIONAL REENTRY PARTNERSHIP

JOB DESCRIPTION

Title: Network Development Manager

Division: Christ-Centered Ministries DBA Los Angeles Regional Reentry Partnership

FLSA: Non-Exempt, Full time

Supervisor: Director of Programs and Operations

Pay Range or Rate: \$27-\$29 per hour

Revised: 01/12/2023

LARRP Summary

Founded in 2011 to advance the nonprofit sector's communications, capacity building and convening for the Reentry Community. The Los Angeles Regional Reentry Partnership (LARRP) is a nonprofit think tank that designs, conducts, interprets and explains the complicated reentry system to advance the resolution of social problems and people impacted by the system.

Position Overview:

We are seeking a dynamic and highly motivated individual to join our team as a Full-Time Network Development Manager. In this role, you will play a pivotal role in organizing and strategizing communication channels within our network. The ideal candidate will have a strong understanding of LARRP and reentry network dynamics, excellent communication skills, and the ability to facilitate collaboration among various committees.

Overall Duties

Network Growth and Community Relationships: 20%

- Analyze and understand the impact of the network on its members and the broader community.
- Devise strategies to grow the network, but keep the committee members engaged. and ensure committees understand their mission and purpose.
- Host and Plan one networking event per year.
- Under the guidance of the LARRP leadership team, Develop and implement effective communication strategies to enhance internal and external communication within the network.
- Develop and implement strategies to control membership effectively, ensuring engagement and participation.
- Monitoring membership dues and communications with all LARRP network members and Steering Committee.
- Support members in finding locations, connecting with larger leaders, and contributing to the network's growth.
- Represent LARRP with all stakeholders – at meetings, tours and site visits, providing overview of services, addressing questions or concerns, and ensuring best-in-class service is being delivered across all LARRP committees.
- Provide monthly relevant content to the social media team that the network would benefit from.

LARRP committee Support: 80%

- Develop and maintain a deep understanding of the LARRP committees and each of their mission and purpose with committee chairs.
- Implement best practices and strategies to help navigate committee members and Chairs.

- Facilitate and/or help committee chair facilitate meetings, supporting agenda-setting, flyer creation and securing guest speakers, and ensuring effective communication within all 10 committees, General, Steering, Executive, Education, Community Safety, Employment, Housing, Policy, Faith Based, and Integrated Health .
- Connect various groups within the network, fostering collaboration and cross-pollination of ideas.
- Plan 2-4 in person community events per year to foster collaboration
- Follow up in a timely manner with committee chairs and members to make sure they are informed and engaged.
- Provide ongoing consultation and support to committee chairs and LARRP members on best reentry practices.
- Organize the strategy for deploying resources and shared knowledge across committee work apparatus.
- Work closely with senior leadership and LARRP staff to align communication efforts with organizational goals and mission.
- Provide Monthly updates to senior leadership team on committees progress
- Provide relevant information to the social media team in a timely manner to inform the network.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- 3+ years experience in network development, community organizing, or a related field.
- Strong written and verbal communication skills, with the ability to articulate complex ideas clearly.
- Excellent organizational and facilitation skills, including the ability to lead meetings and support agenda-setting.
- Understanding of communication channels and strategies, both internal and external.
- Familiar with Zoom
- Demonstrated ability to analyze data, assess impact, and devise strategies for growth.
- Ability to work collaboratively with diverse teams and committees.
- Lived Experience is a plus but not required
- Reliable transportation to travel between meetings and sites, as needed (mileage reimbursed).
- Strong operational experience: ideally has worked in planning events in the re entry field.
- Experience in planning and data collection with events and meetings.
- Ability to work effectively in a dynamic environment both independently and as part of a team – flexible and able to multitask
- Entrepreneurial spirit and drive - professionalism, high energy, patience, hard work and a “can do” attitude

Secondary Functions

- Perform other duties as assigned by the Executive Director and Director of Program and Operations
- Must be collaborative and responsive to a wide array of staff, Committee Leads and consultants.

Non-Essential Qualifications:

Experience using Drop Box, Microsoft Applications, G-suite, Zoom and Constant contact.

Environmental Conditions (Working Conditions)

Local automobile travel is required.

Physical Requirements

The Network Development Manager typically spends time sitting, standing, typing, thinking, writing, walking, driving, carrying (max. 15 lbs), listening, speaking.

Mental Requirements

This position will require the individual to be able to handle any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules: be able to process information, think and conceptualize.

This position reports to the Executive Director and Director of Operations and Programs and must be collaborative and responsive to a wide array of staff, Committee Leads and consultants.

Apply for Job

You can apply for this job [here](#) through this google form.

I have been given a copy of this Job Description. I understand that I may be asked to perform duties not listed on the description and that management may change this position description at any time, according to Agency needs.

Employee' Signature Date

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