



## DO-IT-YOURSELF LOWELL

Community-Led Projects

c/o Coalition for a Better Acre, 517 Moody Street, Lowell MA 01854  
(217) 722-9516 · diylowell.org · info@diylowell.org

### **DIY (Do-It-Yourself) Lowell Executive Director**

20 hours per week

Compensation: \$32-\$40/hour (\$32,000 to \$40,000 annually)

Applications Open: Immediately

Position is Open until Filled

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DIY (Do-it-Yourself) Lowell is a grassroots group dedicated to helping community members make small-scale projects and events happen together. We connect people with ideas to funding, technical assistance, and—most importantly—to one another. Each year, we ask people in Lowell for community project ideas. The winning ideas are discussed at a summit in mid-summer, and following the summit, DIY Lowell assists adults and youths on the Project Teams in making the projects happen.

The Executive Director will be the Chief Executive Officer of DIY Lowell. This is a new position with the opportunity to help our small organization grow and become sustainable. The Executive Director will report to the Advisory Committee, a 13-member volunteer board. The Executive Director will assume leadership of the organization and will focus on **program facilitation, fundraising and finance, outreach, and strategic planning.**

This position is ideal for candidates who wish to become immersed in the City of Lowell's thriving arts and multicultural community. Candidates interested in community development, nonprofit administration, and/or all-ages civic engagement education are especially encouraged to apply. This position is partially grant-funded, and continued employment beyond six months will depend on continued fundraising.

The Executive Director will be responsible for the duties below. This may include performing the duties directly, seeking and managing volunteers to perform the duties, seeking support from the Advisory Committee, or seeking funding for and managing consultants.

#### **Administrative Leadership Duties**

1. Work closely with the Advisory Committee to implement strategic plans and provide strategic direction to the organization, seeking new markets for DIY Lowell operation, and developing new and innovative programs to fulfill our mission and the goals of being:
  - a. a civic skill-building workshop for youths and adults who want to bring change to their community,
  - b. an incubator and testing ground for community improvement ideas, and
  - c. a bridge between people of diverse backgrounds and identities who might not otherwise work together.



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2. Create and manage the organization's annual budget, be responsible for its finances and expenditures, and provide quarterly financial reports to the Advisory Committee.
3. Identify new revenue opportunities, seek diverse and sustainable funding streams, and apply for grants in cooperation with the Advisory Committee.
4. Assist the Advisory Committee in creating and managing fundraising events and campaigns, such as the Community Chill Night Chili and Stew Contest, the Sunset Showcase, and online campaigns such as "Give Us Five."
5. Work closely and develop a good working relationship with our fiscal agent (parent organization), Coalition for a Better Acre, including responsibility for fulfilling the terms of our fiscal agent agreement.
6. Attend monthly DIY Lowell Advisory Committee meetings, oversee the Committee, and delegate tasks to the Committee.
7. Recruit and manage volunteers when appropriate.
8. Enter into, manage, and be responsible for contracts, grant terms, or other types of agreements as appropriate.

### **Program Leadership Duties**

1. Plan and execute the Community Idea Process, which includes gathering project ideas, running a vote on those ideas, recruiting Project Teams, and planning a kick-off Community Idea Summit.
2. Provide continuing support for the volunteer Project Teams, which may include direct support or recruiting facilitators.
3. Execute the Young Ideas Project, including leading young people (focused on 7<sup>th</sup> grade – college) through workshops and recruiting young people to work on Project Teams.
4. Manage additional community-led projects as appropriate, including applying for funding, developing budgets, procuring materials and services, and managing volunteers.
5. Undertake or manage in-person and online outreach for all of the above programs, including tabling at local events, speaking to local groups, and leveraging social media, traditional media, or other innovative methods, which may include recruiting and managing a seasonal street team of diverse young people.
6. Work with partners to organize specialized outreach, translation, and interpretation for populations that don't speak English as a first language or those with diverse cultural practices and backgrounds.

### **Minimum Qualifications**

- Enthusiasm and interest in DIY Lowell's mission and goals
- Ability to confidently interact with a wide variety of people in Lowell across a spectrum of backgrounds and ages—those with bilingual abilities and/or experience working with youths are strongly encouraged to apply



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- Comfort with public speaking to both small groups and one-on-one, as well as facilitation experience with small groups
- Knowledge and skill using a variety of social media outlets
- Availability to travel to events in Lowell on evenings and weekends
- Ability to thrive in a self-directed position and must be responsible, self-motivated, and organized
- Excellent writing, email, and verbal communication skills
- Previous executive director or nonprofit management experience is a plus
- Previous event production or event management skills are a plus
- Proficiency or fluency in languages commonly spoken in Lowell is a plus

### Technical Skills

- Must be proficient in Microsoft Office and Google Office Suite (Google Drive, Google Docs/Sheets)
- Must have knowledge or comfort with budgeting, using spreadsheets, and reading and interpreting financial reports from our fiscal agent
- Comfort using social media—such as Facebook, Twitter, and Instagram—for nonprofits, including groups, events, ads, and campaigns is a plus
- Design skills and/or proficiency in Adobe InDesign a plus

### Benefits

- Excellent resume-builder for community engagement, community development, marketing, and event planning
- Work collaboratively in a fun environment with DIY Lowell co-founders, Advisory Committee, volunteers, and community members
- Great opportunity to network within the Lowell community and meet people from other organizations, businesses, and professional groups
- Position guaranteed for one year; permanent position or expansion to full-time dependent on grant funding and sponsorships
- Sick time accrued at 1 hour/30 hours worked

**To apply, please submit a resume and cover letter to [info@diylowell.org](mailto:info@diylowell.org).**

**Applications must include both resume and cover letter.**

*DIY Lowell is a grassroots group dedicated to helping community members make small-scale projects and events happen together. It connects people with ideas to funding, technical assistance, and most importantly to one another. Coalition for a Better Acre (CBA) is DIY Lowell's fiscal agent. CBA is a Lowell-based 501(c)(3) nonprofit agency. DIY Lowell is an equal opportunity employer.*