**Prosperity Indiana**

**Coalition Builder position description**

**July 2020**

**About Prosperity Indiana**

Prosperity Indiana, also known as the Indiana Association for Community Economic Development, is a statewide membership organization for the individuals and organizations who are “strengthening Hoosier communities”. Since its founding in 1986, Prosperity Indiana has grown to nearly 200 members from the public, private, and nonprofit sectors, creating a network of organizations that builds vital communities and resilient families.

Prosperity Indiana seeks ways to fund members and their work, build and retain relationships, and address local to national issues impacting the capacity of members and their potential to deliver services and lead change in their communities. Prosperity Indiana organizes all of its work within its ‘REAP’ Prosperity framework: providing Resources, opportunities for Engagement, Advocacy, and signature Programs that support members' work. Through our [mission, vision, and values](https://www.prosperityindiana.org/About), Prosperity Indiana works to address long-standing racial equity gaps and economic injustices to build a society where all persons have equitable access to economic and social opportunity.

**Summary of Responsibilities**  
The Coalition Builder is the lead staff person for several of Prosperity Indiana’s issue-based coalitions, which have the common purpose of advancing policies that help meet basic needs, preserve and expand affordable housing, and connect individuals and families to education, employment, and economic opportunity for all, especially including Indiana’s most vulnerable and historically marginalized people and communities. Across each of these coalitions, the Coalition Builder will be responsible for advancing Prosperity Indiana’s mission and policy priorities by engaging current members and expanding the reach and influence of these coalitions by building diverse and inclusive partnerships with communities and individuals throughout the state, developing relationships and the advocacy capacity of members to achieve coalition goals.

The coalitions that the Coalition Builder will serve as lead staff person include:

* The [Indiana Assets and Opportunity Network](http://www.indianaopportunity.net/) (A&O Network). Now in its 6th year, the goal of the A&O Network is to increase asset acquisition for low-wealth Hoosiers and to strengthen local economies through policy advocacy and capacity building in partnership with local organizations and coalitions. The position will develop a work plan for the Network, which will outline strategies to build Network capacity, help Network members deliver measurable asset-building outcomes, and change public policy to support asset-building strategies. The Coalition Builder works in partnership with the Policy Director and A&O partner agencies to build the Network and deliver on its work plan. The Network leads a coalition dedicated to reforming payday lending in the state.
* The [Opportunity Starts at Home – Indiana Coalition](https://www.prosperityindiana.org/OSAH) (OSAH-IN) is a multi-sector campaign to meet the long-term rental housing needs of the nation's low-income people. Prosperity Indiana became the lead state partner for OSAH-IN in July 2019. The Coalition Builder will recruit members and engage a coalition in support of the goals of the OSAH-IN Campaign, convene meetings across the state, provide updates to coalition members, and distribute materials outlining campaign work and Indiana-specific data. The position will meet with state and federal lawmakers to educate them on the need for expanded affordable housing, as well as lead and organize presentations to non-housing partners related to housing.
* The [Hoosier Housing Needs Coalition](https://www.prosperityindiana.org/Policy-News/8939498) (HHNC) was formed in April 2020 to address housing insecurity in the face of the COVID-19 pandemic and to advocate for equitable housing response and recovery policies. The Coalition Builder will help expand HHNC from a core steering committee into a true statewide coalition of partners ready to engage on federal pandemic responses and state policies in the 2021 General Assembly and beyond.

The Coalition Builder may also serve on or facilitate other coalition building activities related to Prosperity Indiana's membership needs.

**Responsibilities**  
• Convening and staffing the Indiana Assets and Opportunity Network steering committee  
• Recruit and engage both housing and non-housing groups to the Opportunity Starts at Home – Indiana Campaign

• Recruit and engage members for the Hoosier Housing Needs Coalition

• Across all coalitions, recruit and engage members from diverse racial, economic, and social backgrounds  
• Provide written updates and reports of activities to coalition members on a regular basis  
• Meet with state and federal lawmakers to educate them on coalition priorities  
• Maintain the coalition member databases and other online capacities, including website, forums, webinars, etc.  
• Facilitate data collection necessary for assessing and evaluating the effectiveness of coalition activities  
• Alongside A&O Network activities, advance the expansion of the [Community Loan Centers](https://www.prosperityindiana.org/CLC) payday loan alternative by generating resources to grow the program statewide

**Qualifications**  
• Strong commitment to working in a mission-driven community development organization  
• Passion for asset-building strategies and affordable housing issues as ways to increase economic opportunity (previous experience in these issue areas a plus but not required)  
• Comfort going into and working with racially and economically diverse groups and underrepresented communities (previous experience working with these groups a plus)

• Ability to create, lead, and maintain coalitions with responsiveness and a customer service orientation

• Strong project management and organizational skills and innovative in program/project development.  
• Must have solid research skills and ability to make complex ideas and data understandable to broad audiences  
• Excellent verbal and written communication skills  
• Willingness to do occasional statewide and national traveling as needed

• Bachelor's degree in a relevant field  
• Grant writing experience a plus

• Fluency in Spanish a plus

Salary range: $35,000-$45,000, depending upon experience

Full Time/Exempt; position open until filled

**To apply:** Send resume, cover letter, and a writing sample to Policy Director Andrew Bradley at [abradley@prosperityindiana.org](mailto:abradley@prosperityindiana.org).

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The applicant may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management’s right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions not explicitly stated above are nevertheless understood to be essential to this position. These include, but are not limited to, attendance, getting along with others, working during normal business hours, effective time management and dealing with and working under time constraints, and other pressures associated with performing all aspects of this job. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform any essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) reasonable accommodation for the specific disability will be made for the incumbent/applicant as required. However, the incumbent/applicant must still be able to perform the essential functions of the position with or without such an accommodation.*