



Raise-Op Housing Cooperative Seeks a Cooperative Development Organizer

About the Raise-Op:

Founded in 2008, The Raise-Op Housing Cooperative is a 501c3 organization that develops and supports cooperatively owned and democratically controlled, low-income housing in Lewiston, Maine. We believe that housing is a human right, and should be controlled by the community it serves. We are dedicated to supporting members with a diverse range of needs.

The Raise-Op currently owns and operates three multi-family buildings in the downtown neighborhoods of Lewiston. They house our 15 members and their families; a community of about 50 people. We are currently implementing a strategic plan to add at least 15 new construction residential units designed by our members by year end 2022. Our goal is to increase the amount of safe and affordable, long-term, community-controlled affordable housing via empowered and collective ownership.



About the Position:

The Raise-Op Housing Cooperative is seeking candidates to fulfill the role of Cooperative Development Organizer (CDO), beginning Fall/Winter 2021. The Raise-Op seeks a candidate who is excited to grow and operate cooperative housing with a diverse and growing group of residents in Downtown Lewiston. Primary responsibilities include facilitating sustainable organizational growth, financial health and accounting, community outreach and education. Details about Core Responsibilities and Collective Work are outlined below.



CORE RESPONSIBILITIES: DEVELOPMENT ORGANIZING

Raise-Op seeks a qualified individual to help build and maintain a strong resident-led housing cooperative. Supported by other staff, the CDO will be the primary staff member responsible for:

Building Development

- Develop new and rehab coop units
- Project Management
- Financing and compliance

Capacity Building and Growth

- Develop partnerships
- Implement board policy
- Develop board leadership

Financial Health/Accounting

- Conduct transactions
- Produce budgets and reports
- Assist Finance Committee

Sustaining Current Properties

- Coordinate maintenance activities
- Monitor building needs
- Assist Buildings Committee



COLLECTIVE WORK

Raise-Op seeks an individual who is interested in helping to shape the organization as an equal co-partner with our other staff person, the Cooperative Membership Organizer (CMO), and able to maintain a work plan that includes organizational-wide operations and overlapping, cooperative spheres of work. We seek an individual who will bring skills, enthusiasm, and leadership to some of the following essential areas:

Movement building

- Maintaining relationships with values-aligned groups, organizations, and coalitions
- Supporting Raise-Op staff, board, residents, and members in engaging in a movement for housing justice and community control of land and housing

Fundraising

- Building relationships with existing and potential new funders
- Writing, submitting, and tracking grants

Communications

- Website and Social Media maintenance
- Newsletters & member communications
- Media and press relationships

Policy

- Participate in joint efforts to change state and local policies to better support housing justice

Administrative

- Facilitation (staff meetings, membership meetings, and retreats)
- Keeping detailed records of meetings, decisions, schedules, items for action
- Organizational visioning and planning (core values, structure, mission)
- Systems management and improvement (phone, website, database, etc.)

EMPLOYEE QUALIFICATIONS

The successful candidate will:

- Have prior experience in organizational management and development
- Have experience in budgeting
- Have good record keeping skills, ability to manage financial transactions, and basic understanding of accounting concepts
- Have experience in meeting facilitation
- Be self-motivated and self-directed
- Possess the ability to work closely within a small team and incorporate constructive feedback and training within their work flow
- Possess strong interpersonal skills and the ability to listen with empathy
- Work well with people of different abilities, cultures, races, identities, and incomes
- Be able to speak, read, and write in English fluently
- Be able to perform light physical tasks (cleaning, moving items, using hand tools, climbing stairs)
- Have competency with technology and online platforms such as Zoom, Google Workspace
- Demonstrate commitment to racial, social, and economic justice, and deep alignment with the Raise-Op's mission and cooperative values

Bonus:

- Nonprofit Management experience
- Cooperative Development knowledge
- Fundraising experience: Donor Relations and Grant Writing
- Property Development experience
- Lived experience of downtown Lewiston and its social complexities
- Speaks Somali, Mai Mai, French, Arabic, and/or Portuguese
- Some experience in building maintenance (carpentry, electrical, and/or plumbing)
- Demonstrated competencies in low-barrier and trauma informed services
- Experience in conflict resolution
- Assertive communication skills

We believe in a diverse workforce and value lived experience. We highly encourage Black, Brown, Disabled, Immigrant, LGBTQIA+, Women, Poor, and Working Class identified candidates to apply. All qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation.

Compensation: 36-40 hrs/wk negotiable upon hire, some evenings and weekends will be required, \$41,000 to \$45,760 a year

Benefits: 20 Days PTO, 12 Paid Holidays, Paid Parental Leave, Healthcare Reimbursement (HC) up to \$250/mo. HC Reimbursements rollover each month, and expire at the end of each calendar year.

Reports to: Board of Directors

If you are excited about this job, tell us why in your cover letter. Many skills can be learned on the job or through training, but enthusiasm cannot be taught. In addition to training on the job, it is a goal of the Raise-Op to offer Professional Development Opportunities to our staff that enrich the experience of being an employee and support the cooperative in our mission.

Submit Cover Letter and Resume to Raiseop207@gmail.com

Candidates invited for an interview will be asked to provide three references who can speak to character and skills.

This position will remain open until filled.