



VISION: We envision a Pittsburgh with healthy neighborhoods that are thriving, resilient, and livable for all.

MISSION: Neighborhood Allies works to support the people, organizations and partnerships committed to creating and maintaining healthy neighborhoods.

Position: **Senior Program Manager, Corridor Revitalization**

Status: Full-time

Reports to: Director of Equity and Community Partnerships

Purpose:

We seek an assertive, collaborative, high performing individual to lead our neighborhood corridor revitalization work through the lens of *equitable development*- a positive development strategy that ensures everyone participates in and benefits from the region's economic transformation, especially low-income residents, communities of color, immigrants and others at risk of being left behind. It requires an intentional focus on eliminating racial inequities and barriers and making accountable and catalytic investments to assure that lower-wealth residents:

- live in healthy, safe, opportunity-rich neighborhoods that reflect their culture (and are not displaced from them);
- connect to economic and ownership opportunities
- have voice and influence in the decisions that shape their neighborhoods

The ideal candidate has strong leadership skills, experience in dealing with sensitive, complex, political situations to advance equitable corridor revitalization work in neighborhoods. The candidate will have a history of working in partnership with colleagues, entrepreneurs, residents, community organizations, government agencies, philanthropy and other key stakeholders in implementing corridor revitalization initiatives.

The individual will represent Neighborhood Allies effectively in a variety of platforms and forums to promote best practices in the fields of equitable development, Main Street management and business corridor revitalization. In addition, the candidate has demonstrated that they are results-oriented, skilled in managing multiple competing timelines in a fast-paced changing environment and highly competent in communicating complex concepts to diverse audiences.

Key responsibilities include:

- Work alongside community based organizations and partners to implement strategies to enhance neighborhood business districts through small business support, marketing and events.
- Create a long-term strategic approach to achieving equitable economic growth results in our neighborhoods of focus. This entails working with community groups to enhance their ability to raise, leverage and absorb capital.
- Utilize expertise in business district revitalization techniques, budgeting, contracting, organizational capacity building and compliance to assist communities and organizations in securing federal, state, local and private funding sources to support neighborhood economic development initiatives.
- Assist individual tenants or property owners with physical improvement projects when possible. Examples may include consultation or by obtaining and supervising professional design consultants; assist in locating appropriate contractors and materials; when possible, participate in construction oversight; provide advice and guidance on necessary financial mechanisms for physical improvements.
- Utilizing the Main Street program format, develop and maintain data systems to track the process and progress of corridor revitalization programs. These systems may include economic monitoring, individual building files, thorough photographic documentation of all physical changes and information on job creation and business retention.
- Assist with the preparation of reports to funding agencies and supervise employees or consultants when appropriate.
- Assist in the coordination of joint promotional events, such as seasonal festivals or cooperative retail promotional events, in order to improve the quality and success of events to attract people in to our targeted neighborhoods; work closely with local media to ensure maximum event coverage; encourage design excellence in all aspects of promotion in order to advance an image of quality of our neighborhoods.
- Through speaking engagements, media interviews and appearances, help keep corridor revitalization programs highly visible in the community.

Experience, Qualifications, Knowledge and Skills:

- A minimum of 5-7 years proven experience in public administration, economic development, community building, and/or outreach.
- Knowledge of equitable economic development principles, practices and techniques.
- Excellent people/public relations, communication, mediation and negotiation skills.
- Ability to network with communities, civic leaders, economic development professionals, private sector partners and a wide variety of other organizations and constituents.
- Ability to use innovative thinking and identify best practices to approach problems, resolve conflicts, and implement programs.
- Working knowledge of nonprofit and/or community-based organizations involved in community economic development and how they operate and function.
- Understanding of land use planning, real estate development, zoning and municipal infrastructure.

- Experience working with and supporting the needs of minority owned businesses.
- Proficiency in conducting presentations in different settings, including public community meetings, businesses, nonprofit organization meetings, and in small groups.
- Skilled at conducting research to identify emerging needs, trends and services that impact community development.
- Ability to work in a fast-paced environment on a cross-functional team.
- Ability to effectively manage competing priorities, monitor performance metrics, and achieve results.
- Knowledge of common grant, and public/private funding sources for community and small business development.
- Experience working with people from diverse backgrounds including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans.
- Ability to work evenings or on the weekend when needed.
- Advanced degree in public policy, urban planning, social work, public administration required.

SALARY:

Neighborhood Allies offers a competitive salary and excellent benefits. Open until filled.

TO APPLY:

Please send cover letter, resume and salary requirements by **March 15th, 2019** to:

Neighborhood Allies
 429 Fourth Avenue, Suite 1900
 Pittsburgh, PA 15219
info@neighborhoodallies.org

No phone calls please.

NEIGHBORHOOD ALLIES IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY
 AND INCLUSION.