

# NEIGHBORHOOD ALLIES

**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 for Real Estate Services

**Status:** Full-time

**Reports to:** Director of Real Estate Services

The Senior Program Manager for Real Estate Services will play a key role in Neighborhood Allies' effort to transform community development in the Pittsburgh region by advancing a systems-level change agenda while also providing ground-up support to communities and small developers. The position will help to build the Centralized Real Estate Accelerator (CREA) program infrastructure, build coalitions to advance change, develop a client pipeline and direct services toward clients, and be a thought leader in regional community development. The successful applicant should have proven experience in both real estate and nonprofit program administration and have demonstrated the ability to work in partnership with both community-based and market-driven stakeholders. The candidate must be market-oriented and entrepreneurial while also demonstrating a passion for achieving equitable outcomes in disadvantaged communities. The position works with two other senior program managers and reports to the Director of Real Estate Services.

## Key Responsibilities Include:

- Work with the CREA team to develop market-making and/or anti-displacement strategies, and to translate strategy into action through policy agendas, coalition building, and community organizing
- Work with community leaders to raise market awareness of neighborhood business districts and housing stock
- Analyze and document market trends in low-income communities and communities of color
- Document and present trends and insights in neighborhood development and collect and disseminate best practices
- Represent Neighborhood Allies in presentations to potential clients and other stakeholders and in coalition meetings
- Perform outreach, capacity building, and education to Community Development Corporations and other community based organizations around real estate trends and the real estate development process
- Track listed properties and ongoing development projects and create opportunities for CREA engagement
- Conduct site research, site visits, and facilities assessments for CREA clients and potential clients
- Develop relationships with developers, design professionals, and contractors with an emphasis on MBE firms

429 Fourth Ave Suite 1900, Pittsburgh, PA 15219

p: 412.471.3727 f: 412.471.3746

[neighborhoodallies.org](http://neighborhoodallies.org)  [neighborhoodallies](https://www.facebook.com/neighborhoodallies)  [NHBDalliespgh](https://twitter.com/NHBDalliespgh)

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- Develop relationships with funders and investors—including banks, Community Development Financial Institutions, foundations, equity investors, and government sources—that facilitate funding for CREA clients
- Create marketing material for clients and projects and work with the CREA team to help clients request grant and debt funding
- Work with the Director of Real Estate Services, Chief Operating Officer, and President to develop relationships with funders and craft fundraising appeals for CREA operations

## Desired Qualifications:

- Bachelor's degree; Master's Degree in finance, business administration, urban planning, public administration or similar field a plus
- Minimum five years of experience in the field of community development, real estate development, real estate analysis, or a related field
- Proven contract negotiation skills particularly in real estate acquisition or development; PA real estate license a plus
- Strong analytical skills including the ability to draw quantitative and qualitative conclusions from large data sets
- Data visualization skills including data mapping; GIS experience a plus
- Strong written and verbal communication skills.
- Proficiency in conventional office software including Microsoft Word, Excel, and Powerpoint, the Google suite of products, and video conferencing

## Desired Knowledge of:

- Bachelor's degree; Master's Degree in finance, business administration, urban planning, public administration or similar field a plus
- Minimum of five years' experience in the field of community development, real estate development, real estate analysis, or a related field
- Proven contract negotiation skills particularly in real estate acquisition or development; PA real estate license a plus
- Strong analytical skills including the ability to draw quantitative and qualitative conclusions from large data sets
- Data visualization skills including data mapping; GIS experience a plus
- Strong written and verbal communication skills
- Proficiency in conventional office software including Microsoft Word, Excel, and PowerPoint, the Google suite of products, and video conferencing

## Ability to:

- Work with individuals of diverse racial, ethnic, economic, social and educational backgrounds

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- Display the characteristics of being a self-starter/initiator who can build strong relationships and move projects forward
- Prioritize and handle multiple tasks
- Demonstrate familiarity with the economic, underwriting, land acquisition, political and social environment
- Exhibit interest in and be committed to the revitalization of low-and moderate-income communities
- Understand intangibles and group process, a good sense of humor, patience, and integrity

## **SALARY:**

Neighborhood Allies offers a competitive salary and excellent benefits.

## **TO APPLY:**

Please send cover letter, resume and salary requirements to:

Neighborhood Allies  
429 Fourth Avenue, Suite 1900  
Pittsburgh, PA 15219  
[info@neighborhoodallies.org](mailto:info@neighborhoodallies.org)

**No phone calls please. Position will remain open until filled.**

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

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