Position Announcement

TITLE: Senior Project Manager

REPORTS TO: Executive Vice President

LOCATION: Larimer/East Liberty Neighborhood
Pittsburgh, PA

BACKGROUND: Urban Strategies is a 501(c) 3 corporation founded in 1978. The mission of Urban Strategies is to empower residents in distressed urban core neighborhoods to lead healthy, prosperous lives in thriving, self-sustaining communities. Urban Strategies plans and implements human capital building strategies designed to end the physical, social and economic isolation of obsolete and distressed communities by: 1) creating an attractive mixed income community and 2) supporting former low-income residents in progressing toward self-sufficiency. Urban Strategies uses innovative approaches provide families with a broad and integrated set of supports as they make the transition to new housing and to economic self-sufficiency. Urban Strategies also collaborates with other community organizations to increase the human capital-building assets in the revitalized community.

In June of 2014, the Housing Authority of the City of Pittsburgh was awarded a $30 million Choice Neighborhood Implementation Grant to transform the Larimer/East Liberty neighborhood of Pittsburgh, PA. CNI is the federal Department of Housing and Urban Development’s (HUD) program that supports locally driven strategies to address struggling neighborhoods with distressed public or HUD assisted housing through a comprehensive approach to neighborhood transformation. CNI is focused on three core goals: 1) housing; 2) people; and, 3) neighborhood. Urban Strategies has been selected to lead on the implementation of the People component.

JOB SUMMARY: The Senior Project Manager will have responsibility to plan and directs all aspects of the People Vision and Strategy for the Choice Neighborhoods revitalization site. Under the direction of the Executive Vice President, this position will provide overall coordination of all activities and will have oversight with respect to the performance of deliverables related to the Pittsburgh (CNI) Grant. These deliverables include:

1) Mobilize and support the alignment of all People Strategy activities toward achieving project goals, using shared measurement practices.
2) The alignment of the People Strategy with the Housing and Neighborhood Strategies and provide some limited support for implementation of the Neighborhood Strategy.

The Senior Project Manager will establish effective and strong working relationships with clients and members of the revitalization team, civic leaders, and other CN implementation team members including but not limited to People Program partners, the Education Implementation Entity, the Neighborhood Implementation Entity and Neighborhood Strategy partners. The Senior Project Manager will also collaborate with and sustain strong relationships with local business, education, and philanthropic communities, including region wide initiatives that will ultimately support CNI Transformation Plan goals.
Partnership Development and Cultivation to meet programmatic goals
- Develop and implement an Annual Plan.
- Track and report People Strategy and selected Neighborhood Strategy outcomes, and engage in ongoing evaluation of programs.
- Lead on community building, leadership training and capacity building activities.
- Support sustainability planning, fundraising and resource development efforts as directed.
- Manage project contract and budgets.
- Develop and present or publish internal and external reports to stakeholders and partners.
- Actively participate in Urban Strategies program meetings and other meetings related to the CNI project.
- Be available to work some nights and/or weekends, and occasionally travel outside Pittsburgh.

QUALIFICATION:
- Master’s Degree in Social Work, Urban Affairs, Urban Planning, Public Administration, or other related field.
- At least five years of work experience, in the not-for-profit or human services sector, demonstrating progressively higher levels of responsibility for managing all aspects of a project or program, overseeing partnerships and contracts, and supervising a team of individuals.
- Excellent communication skills, both oral and written. Must be able to communicate effectively with all members of a diverse stakeholder group, from residents to professionals and executives. Must provide writing sample demonstrating effective persuasive writing.
- Ability and commitment to handle privileged information in a professional and confidential manner.
- Patience and the ability to work with people at varying skill levels and ages.
- Must work effectively with diverse populations.
- Strong and effective verbal and written communication skills.
- Detail oriented.
- Strong ability in organizing and planning
- Knowledge of customer service principles and practices.
- Strong interpersonal skills and a professional, friendly interaction style.
- Demonstration of self-motivation and initiative
- Demonstration of flexibility and ability to function in fast-paced environments.
- Knowledge of computers and relevant software applications.
- Availability to work evening and weekend hours as needed.
- Possession of a valid driver’s license and availability of personal automobile for use at work.

TO APPLY:

Please submit your resume and cover letter electronically by January 28, 2015 to hr@urbanstrategiesinc.org. Please reference “Senior Project Manager, Pittsburgh” in the subject line of your email.

Urban Strategies is an equal opportunity employer.