

## **Project Manager, Homewood Children's Village – Pittsburgh, PA**

Posted: 9/10/09

Title: Project Manager

FLSA: Exempt

Supervisor: Board of Directors

Branch: Homewood

A group from a Pittsburgh, PA neighborhood has formed to launch the [Homewood Children's Village](#) in one of the city's most troubled areas. After assessing community needs and assets a few years ago, they identified a number of existing programs in the community that eventually led to increased collaboration and sharing of resources between agencies. After attending a [Harlem Children's Zone Practitioners Institute](#), they returned to Pittsburgh with a plan to replicate the Children's Zone model in their own community. Since then, the group has officially established the Children's Village as a nonprofit entity.

They are now seeking a Project Manager to help guide the start up of this innovative children's initiative. The individual must be comfortable working in a community based setting with unchartered waters. They must be able to relate and interact with a diverse constituency of volunteer groups, community leaders, managers and executives. They will be challenged to determine and influence the right decisions that balance short term demands and long term business and community goals.

The ideal candidate will possess demonstrated project management and process management experience in a progressively expanding role. The candidate must be able to build solid relationships with a variety of partners as required. The candidate should possess the capability to independently influence projects, including core team development, project approach development, identification and resolution of project issues and risks, management to expected performance. Core competencies critical to role: communication skills, capacity for change, creativity & innovation, commitment to inclusion, quality results, financial acumen, strategic & critical thinker. The individual will be expected to:

- Convene, facilitate and manage core team and ad hoc committee meetings;
- Record and distribute all meeting communications;
- Keep network of involved volunteers and staff connected and apprised of the overall progress of the initiative as well as their individual progress toward goal achievement.
- Explore new partnerships, initiatives and activities that positively position the organization for growth and success;
- Have experience and skills in community based marketing, community building, program development, long-range planning, and budget management;
- Excellent written & verbal communication and time management skills;

- Develop short and long range plans that provide clarity of roles and responsibilities to improve the implementation and success of business and operational plans;
- Work closely with project leaders and development staff to initiate, coordinate, and assure timely implementation of appropriate stewardship activities; and,
- Assist with other duties as assigned.

**SKILLS & ABILITIES:**

- Excellent written and verbal communication skills;
- Excellent organizational and project management skills;
- Extensive fiscal management with strong operational performance history and entrepreneurial ideas;
- Ability to motivate staff, volunteers and community in moving the mission and vision to new heights;
- A proven record of successful management of a multi-faceted operation;
- Experience and proven skills in understanding complex problem-solving;
- A broad range of human relations skills in working with community volunteers, staff and volunteers, and,
- Supports diversity and inclusion in all aspects.

**Education / Experience Required:**

The ideal Project Manager should hold a bachelor's or master's degree in Public Administration, Business Management, Social Work, Communications, Political Science, or related fields and at least 3 plus years of prior experience.

**Physical Working Conditions:**

- Minimum travel required

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA of Greater Pittsburgh reserves the right to review and adjust this job description as business needs dictate.

**TO APPLY:** Please send cover letter & resumes to:

Human Resources  
ATTN: Jen Marecic  
YMCA of Greater Pittsburgh  
420 Fort Duquesne Blvd., Suite 625  
Pittsburgh, Pa 15222

*Please mention that you heard about this opportunity from Dewey & Kaye Jobs Watch in your cover letter when applying for this position.*