

Job Title: Program Manager
Reports to: Design Services Director
Posted: July 16, 2021
Start Date: September 15, 2021

Overview

The Community Design Collaborative, a Pennsylvania 501(C)(3) nonprofit, provides pro bono preliminary design services to nonprofit and community-based organizations in greater Philadelphia, creates engaging volunteer opportunities for design professionals, and raises awareness about the importance of design in revitalizing communities. We work to bring about positive community change through our design service grants and special initiatives.

Founded in 1991, the Collaborative finds itself at a critical junction as we celebrate our 30th year. Across three decades the organization has completed over 1700 projects servicing local community groups in the Philadelphia region. Under new leadership the organization acknowledges the paradigm shift in the design industry following the events of the last few years and is renewing its focus on racial and spatial equity using design as a tool and agent for community-led change.

The Collaborative seeks a candidate for the position of Program Manager. This position would be ideal for a recent graduate, an emerging professional, or an individual looking to shift from private or traditional practice into the public interest sector. The Program Manager will serve as a coordinator and staff support in the delivery of design services on Collaborative projects and initiatives primarily supporting the design grant program and management of pro bono design volunteers on client projects.

The Collaborative offers a competitive salary and benefits commensurate with experience, flexible work schedule to support a hybrid schedule, and the opportunity to work with a talented team of colleagues as well as an extraordinary group of design volunteers. The position is currently full time and grant funded.

Responsibilities

The Program Manager will manage the day-to-day progress on a portfolio of projects under the direction of the Design Services Director. The key roles are to provide project management and coordination between design volunteers and clients, ensuring project milestones are achieved and setting project benchmarks, schedules, and deliverables. Core duties include the planning and hosting of committee, client, and departmental meetings by creating collateral, editing slides, and recording any notes or minutes. The Program Manager will write and edit design proposals, presentations, and materials representing to the public the programs and offerings of the Collaborative. The position will be responsible for the coordination and management of outside consultants or vendors on project-specific tasks.

Coordinate Design Services

- Serve as a point of contact for general information about design services
- Coordinate design services communications to client representatives, volunteers, committee members, and outside partners
- Review, manage, and onboard service applications, completing due diligence for completeness and mission alignment
- Recruit, convene and work with multiple stakeholders to champion the projects and their ongoing development
- Project management of design services offerings, managing client relationships, volunteer teams, and program requirements as necessary

Technical Work

- Work with clients and volunteers to incorporate their vision into a community-led conceptual designs and engagement processes
- Ensure compliance with various government and nonprofit grant programs
- Create a strategy to integrate and achieve program, promotion and project goals
- Work with Resource Development Manager to prepare, edit and submit grant proposals as needed
- Review and upkeep departmental trackers and dashboards to ensure project information for accuracy

General Duties

- Support the Design Services Director on program management and report outs
- Data entry and management into organization CRM (Salesforce)
- Keep abreast of trends, issues, and funding opportunities for incorporation on projects
- Connect and maintain good relationships with colleagues, volunteers, funders and governmental agencies
- Other duties as assigned

Qualifications

The ideal candidate has 3 years of design experience, an interest in non-profits and community-engaged design, and familiarity with design justice/J.E.D.I. (justice, equity, diversity, and inclusion) principles.

Additional qualities that will be valuable to the Collaborative include:

- A self-motivated person willing to work collaboratively on multiple tasks as needed
- A strong commitment to the Collaborative's mission and activities. Knowledge of the Philadelphia region a plus
- Bachelor's degree in architecture, landscape architecture, urban design, urban/city planning
- 2 years related work experience in design or nonprofit project/program management
- Strong writing and communication skills to produce excellent, effective written materials to include strong editing and proofreading skills
- Excellent oral communication and presentation skills
- Competence with MS Word, Excel, PowerPoint, Adobe Creative Suite are key to the Program Manager's duties. Capability with ArcGIS, AutoCAD, Sketch-up, and/or Revit would be a plus but not a prerequisite.

- Excellent time management skills
- Ability to think creatively, multi-task, prioritize, manage multiple projects from start to finish and meet deadlines.

How to Apply

To apply, send the following as a single PDF file (no Word documents will be accepted):

1. Cover Letter
2. Resume
3. Two design samples
4. One writing sample
5. Two references

Applications will be accepted via email only. Materials should be submitted to Tya Winn, Executive Director and submitted by email to Tya@cdesignc.org with “Design Service Director” as the subject of your email. All application materials must be received no later than **5 p.m. on Friday, August 6, 2021**. Applications will be reviewed on a rolling basis until the position has been filled. Only candidates whose applications are being considered will be contacted. No phone calls please. Shortlisted candidates will go through a three-step process, that includes a phone interview followed by one-on-one interviews with Collaborative leadership and staff. We anticipate the position starting in September 2021.

The Collaborative is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.