

Job Description – Program Manager – Community Design Collaborative

Job Title: Program Manager

Reports To: Director (Design Services/Programs)

Posted: October 2023

Anticipated Start: January 2024

Overview

The Community Design Collaborative is a Philadelphia-based nonprofit that provides pro bono preliminary design services to community-serving organizations in the region, creates engaging volunteer opportunities for design professionals, and raises awareness about the importance of design in revitalizing communities. Our mission is to partner with communities to envision the environments where they live, work, play, and thrive. We work to bring about positive community change through our design services and special initiatives to amplify resilient neighborhoods equity; by design.

Founded in 1991, the Collaborative has completed 650+ community-serving conceptual design projects in its more than 30 years of existence.

For the Project Manager position, the Collaborative seeks candidates with backgrounds in design, community development, and project management. This position may be ideal for a recent graduate, an emerging professional, or an individual looking to shift from private or traditional design practice. The Program Manager's primary focus is project management of conceptual design projects in coordination with community-based clients and volunteer teams made up of local design professionals. The Program Manager also provides support to other organizational functions, including project vetting, communications, grant writing, and special events.

The Collaborative offers a competitive salary and benefits commensurate with experience, flexible work arrangements to support a hybrid schedule, and the opportunity to work with a talented team of colleagues as well as an extraordinary network of design volunteers. The position is full-time and grant-funded. This is an exciting opportunity for someone looking to hone their project management skills, gain exposure to a variety of design and community engagement strategies, develop skills necessary for a career in nonprofit work, and build networks in the Philadelphia design and community development fields.

Responsibilities

The Program Manager's primary focus is to manage the day-to-day progress on a portfolio of conceptual design projects, with support from senior Collaborative staff. This includes:

- Onboarding community-based clients selected for design services.
- Recruiting and onboarding design volunteers to meet the unique needs of each individual project.
- Setting project benchmarks, schedules, and deliverables, and ensuring project milestones are achieved.
- Coordinating between clients and volunteers.
- Working with clients and volunteers to incorporate their vision into community-led conceptual designs and engagement processes.
- Leading or supporting the planning and execution of community meetings and other stakeholder engagement tactics.
- Tracking key project benchmarks using CRM software (Salesforce).
- Compiling deliverables into project final reports.
- Closing out projects to ensure clients are ready for next steps, and to garner feedback from clients and volunteers.

Secondary responsibilities of the Project Manager position include:

- Supporting the vetting of potential projects.
- Supporting the planning and execution of special events, including an annual fundraiser.
- Drafting proposals for grant applications and partnership opportunities.
- Developing collateral such as slide decks, one pagers, and special reports to highlight the Collaborative's work and impact.
- Supporting communication tasks in collaboration with a communications consultant, including copy for email blasts and content for social media.
- Supporting senior staff in developing strategies to evolve and promote the Collaborative's core design services.
- Cultivating new volunteers to grow the Collaborative's volunteer network.
- Coordinating with colleagues and Collaborative board members in support of organizational committees.
- Support other organization events and initiatives.

Qualifications

The ideal candidate has prior relevant experience through some combination of work and internships, an interest in nonprofits 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.
- Excellent time management skills.
- A strong commitment to the Collaborative's mission and activities.
- Familiarity with the Philadelphia region's design and community development fields.
- Bachelor's degree (or advanced degree) in architecture, landscape architecture, urban design, city planning, historic preservation, or another related field.
- Prior experience in design or nonprofit project/program management.
- Strong communication skills, with the ability to communicate effectively both in writing and when speaking.
- Competence with Microsoft Office Suite and Adobe Creative Suite is a requirement. Capability with ArcGIS, AutoCAD, Sketch-up, and/or Revit is a plus but not a prerequisite.
- Ability to think creatively, multi-task, prioritize, manage multiple projects from start to finish, and meet deadlines.

All candidates should have the flexibility to work occasional evening and weekend hours for community meetings and events.

How to Apply

To apply, please send a single PDF file that includes a cover letter, resume, one design sample, one writing sample, and 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 "Program Manager Application" in the subject of your email. All application materials must be received by Friday, November 24. Applications will be reviewed on a rolling basis until the position has been filled but interviews will begin scheduling 11/6. Only candidates whose applications are being considered will be contacted. No phone calls please.

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.