

PROGRAM MANAGER

Hyattsville Community Development Corporation

Description of Organization

The Hyattsville Community Development Corporation, incorporated in 2000, is an established and rising 501(c)(3), charitable organization whose mission is to promote economic development and the quality of life in Hyattsville and the surrounding northern Prince George's County Inner-Beltway region; to develop arts and public spaces; to revitalize residential and commercial areas in the community, and to encourage leadership for revitalization activity.

Hyattsville is a multi-ethnic community with diverse personalities, cultures and economic backgrounds: the ability to work in this milieu is critical. The CDC work pace can alternate between extremes of hectic and contemplative, and a flexible attitude and sense of humor rules the culture. The CDC Board of Directors values results and quality work. The organizational chart is consciously kept relatively flat, and all team members are invited and encouraged to contribute to all aspects of the workload. Hyattsville CDC seeks employees who can steer work towards completion under light management oversight.

The Program Manager position shifts certain project management duties away from the Executive Director, and is in overall support of the mission. The successful candidate will be responsible for helping the team carry out a broad range of the CDC's current grant-driven, contractual, and mission-derived programming, including:

- **Promoting revitalization and regional economic development:** In partnership with the local government agencies and officials, businesses, non-profit partners, and realtors, the CDC coordinates broad revitalization efforts and marketing strategies for property owners, businesses, and organizations in the Gateway Arts District.
- **Facilitating, participating in and implementing local planning:** The CDC works with local municipalities and M-NCPPC to collect economic data, coordinate regional and local planning efforts, and work on implementation of regional master plans and local revitalization plans.
- **Project and construction management:** The CDC provides ongoing redevelopment services for a number of business and local government properties.
- **Developing public arts partnerships and initiatives:** The CDC regularly works with private property owners to facilitate the creation of public art; promotes performing arts; and engages in the creation and nurturing of a local film and digital media movement in the region through programming and marketing opportunities.

- **Public engagement efforts:** The CDC is committed to ensuring public participation and support for the region's growth and revitalization by engaging local donors as members of the CDC, recruiting volunteers for local initiatives, and publishing an e-newsletter.
- **The Annual Downtown Hyattsville Arts Festival:** The CDC has served as an organizing partner for this festival since 2008, and principal producer since 2012.
- **Promoting public transportation access, area development, and safety:** The CDC facilitates joint efforts among government agencies and organizations to increase safe, affordable transit access for residents and marketing strategies for property owners and businesses.
- **Promoting Hyattsville and The Gateway Arts District as an excellent place to visit and live:** The CDC regularly publishes materials that promote local businesses, support the relocation of new households to the city, and provide guidance for local residents.

Job Description

The Program Manager is a full-time staff position for the Hyattsville CDC and reports to the Executive Director. The Program Manager is responsible for implementing the Hyattsville CDC project portfolio, records management, grant compliance, and for conducting corporate communication with the organization's contract holders and grantors. This is a professional-level position with room for growth as the organization and the employee grows. For the exceptional candidate, the position enables some independent pursuit of projects of interest.

Specific Areas of Responsibility (in descending order of emphasis)

Project and Program Management

- **For construction management and rehabilitation projects:** assist to carry out project management activities such as developing scopes of work, conducting RFPs and other procurements, supervising and coordinating design and construction teams, and providing on-site communication, guidance and oversight.
- **For grant-funded programs:** oversee their execution, management and documentation to the Executive Director, external funders and partners.
- **For physical development activities:** assist in the implementation of development projects that bring funding to the CDC and build its reputation.
- **For overall operations:** maintain mission-related programs and databases that meet the needs of Hyattsville's diverse constituents.

Organizational Management

- Coordinate with the Executive Director to support his/her financial management for the corporation; assist in the preparation of annual operating budgets and financial reports for the Board of Directors, other funders and stakeholders.
- Coordinate with the Executive Director to support the development of funding and the writing of grant proposals and RFP's.
- Supervise and motivate contractors and interns. Create a positive work environment that encourages teamwork, effectiveness and productivity for the CDC's staff, and its partners.
- Support the Executive Director and his/her functions as requested and required.
- Research opportunities and support staff efforts for professional development.

Public Relations

- Represent the corporation in various meetings and processes, as assigned.
- Assist the Executive Director with media releases, articles, reports to donors, the annual progress report to the community and newsletters as directed.
- Oversee in reviewing and updating website content and layout.

Qualifications

To perform this job successfully, an individual must be able to demonstrate competence and experience in the position's specific areas of responsibility and possess:

Skills and Abilities:

- Ability to lead a strong-performing team
- Excellent communication and interpersonal skills
- Mastery of Microsoft Office: Word, Excel, and other database software
- Sound judgment in the face of changing conditions
- Background in any of the following fields (not in order of preference):
Construction Management, Project Management, Community Development, or Urban Planning
- Demonstrated ability to multi-task, implement complicated instructions, research and report on unfamiliar subjects, and work independently

Desirable Qualities:

- Strong identification with and commitment to the organizational mission
- Entrepreneurial and independent-thinking
- Spanish language ability or fluency
- Organized, goal and detail-oriented

- Ability to travel locally to meet job requirements, including a valid driver's license and associated insurance

Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

Salary Range: \$55,000 – \$60,000/annum commensurate with experience

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Send PDF copy of a resume and cover letter to eisenberg@hyattsvillecdc.org

Subject line: **Program Manager Search**

Target start date: October 15 – November 1, 2021

The Hyattsville Community Development Corporation, as an equal opportunity employer, welcomes minority applicants and does not discriminate on the basis of gender, gender identity, race, ethnicity, nationality, belief, creed or sexual orientation