

**VISION:** We envision a Pittsburgh with healthy neighborhoods that are thriving, resilient, and livable for all.

**MISSION:** Neighborhood Allies works to support the people, organizations and partnerships committed to creating and maintaining healthy neighborhoods.

**Position:** Program Manager of Neighborhood Engagement and Community Capacity Building

**Status:** Full-time

**Reports to:** Chief Operating Officer

**Purpose:**

We believe that community residents and stakeholders must be positioned to benefit from and move forward with the redevelopment of their communities. This includes more power and control over the physical, social, cultural, political, and economic future of their neighborhoods. An important precursor to creating social change is building the social capital, the connections and relationships across the community. The Program Manager of Neighborhood Engagement and Community Capacity Building will be a collaborative, highly organized, and flexible individual to partner with program staff to develop, coordinate, and lead a long-term, civic engagement and capacity building strategy for residents, community leaders and organizational supporters. He/she will empower residents and grassroots leaders to build knowledge, social capital, advocacy and core competencies to amass collective capacity that will lead to the implementation of projects that improve quality of life. Integral to this role is to build trust and foster genuine participation of capable partners and implementers in the creation of equitable communities, and improve the capacity and power of residents to get things done.

**Key Responsibilities Include:**

- Manage all aspects of the Love My Neighbor! grant program including:
  1. Identify and pursue fundraising opportunities that increase the impact of the program and utilize creative methods to engage funders and build awareness of the Love My Neighbor! program
  2. Modify and update the strategy and focus of the program based on feedback from participants, knowledge of Pittsburgh's neighborhood context, and research about grassroots grantmaking
  3. Identify a feasible and realistic timeline for implementation
  4. Develop the communication and storytelling strategy alongside staff members at Neighborhood Allies
  5. Conduct deep and broad community outreach to educate residents about the program
  6. Identify, educate, and deploy technical assistance providers so that they can creatively and effectively assist residents in the development of their project ideas
  7. Manage the interview and decision-making process by the Grassroots Grantmaking Committee with residents
  8. Identify efforts by residents with growth potential and provide or make known resources, capacity building opportunities, and knowledge that would further help advance their efforts.
- Grow and develop the resident stewards that make up the Grassroots Grantmaking Committee (GGC) -- the body of residents that interview, assess, and make decisions about resident-led projects of Love My Neighbor!
- Manage all aspects of the GGC including:

1. Recruit and cultivate resident stewards across nine communities in the Pittsburgh region
  2. Develop and implement a curriculum that produces critically-thinking, racially-conscious, and compassionate grassroots grantmakers
  3. Learn about and analyze other grant programs to better understand program structure, history, lessons learned, decision-making, and guidelines regarding grassroots grantmaking, community ownership, and network development to build and strengthen Love My Neighbor!
- Mobilize residents and stakeholders to participate in and contribute to making decisions important to their neighborhoods by:
    1. Effectively building trust and relationships with resident groups to the extent to be considered a valuable and dependable force
    2. Being a consistent, regular presence during meetings of such groups
    3. Educating oneself on the specific policy and planning solutions to tackle challenges identified by resident groups
    4. Serving as a broker of knowledge, breaking down complex ideas into simple language to help groups understand difficult, complicated topics.
  - Identify and develop creative organizational and resident training opportunities for the community development sector by:
    1. Identifying capacity building opportunities across the community development sector through analysis of the capacity building sector, interviews with community development and community based organizations.
    2. Developing engaging and innovative educational opportunities for community development practitioners and residents to increase their knowledge and skills to tackle tough challenges.
    3. Increasing the shared learning and connections across our communities
  - Manage all grants sources, including but not limited to CDBG and other programmatic grant processes. This will include:
    1. Determine budgets and allocations for the funding sources
    2. Collect documentation through established processes to effectively monitor and measure grant progress
    3. Manage procurement process as it relates to community capacity building and CDBG or other grants
  - Constantly learn, analyze, and implement best practices and inject new fresh ideas into the community building work in Pittsburgh
  - Manage special projects as they arise

**Required Qualifications:**

- Commitment to improving the quality of life of people of color and low-income populations
- Experience and ability to analyze in-depth community, racial, and economic justice issues and to facilitate tough conversations with grassroots leaders and community-based organizations
- Demonstrated high level of integrity, patience, and thoughtfulness regarding community concerns
- Working knowledge of and experience with community development issues such as community planning (zoning and land use policy), housing policy, economic development, environmental justice, welfare policy
- Minimum of 3 years' experience (preferably, at least 5) working at a community-based organization



- Exceptional written and verbal communication, including public speaking; ability to represent the organization with external partners
- Strong organizational, project management, instruction/teaching, and facilitation ability
- Highly entrepreneurial and flexible, with ability to prioritize
- Ability to travel as part of work responsibilities and to work some evenings
- Passionate and committed belief in community development
- Master's degree in Urban Planning/Urban Design required.

**SALARY:**

Neighborhood Allies offers a competitive salary and excellent benefits. Open until filled.

**TO APPLY:**

Please send cover letter, resume, writing sample, and salary requirements by the deadline, **Friday, March 1<sup>st</sup>, 2019** to:

Neighborhood Allies  
429 Fourth Avenue, Suite 1900  
Pittsburgh, PA 15219  
[info@neighborhoodallies.org](mailto:info@neighborhoodallies.org)

No phone calls please.

NEIGHBORHOOD ALLIES IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.