

Program Manager, Great Neighborhoods

Massachusetts Smart Growth Alliance

The Massachusetts Smart Growth Alliance seeks a full-time Program Manager to oversee our Great Neighborhoods initiative, which supports a network of smart growth practitioners and projects across the state. The Manager will be responsible for building the Great Neighborhoods Network, developing tools and resources to support community leaders, developing and managing Network events, and coordinating with local/state partners and consultants to deliver technical assistance. This position reports to the Executive Director.

Areas of Responsibility

Great Neighborhoods Network

- Establish the Great Neighborhoods Network as an effective resource and support group for individuals and organizations across the state who are working to improve their communities.
- Lead regular meetings of our Great Neighborhoods Team and develop an annual work plan.
- Work with the Executive Director to articulate the key features of the Great Neighborhoods approach to transforming places, and develop tools, teaching materials, and workshop templates.
- Design and manage events to bring together local practitioners with state partners. These could include quarterly membership meetings, site visits to innovative projects, and annual summits.
- Help recruit, cultivate, train and mobilize “smart growth champions” who support walkable and welcoming projects.

Place-Based Projects

- Manage any technical assistance provided by the Alliance or its consultants.
- Administer any pass-through funding to local partners or mini-grants for conferences or placemaking activities.
- Bring local leaders together across communities to work on common areas of interest.
- Help connect communities with smart growth developers.

Communications and Fundraising

- Tell informative and inspiring stories about local smart growth projects through the website, social media, bulletins, and updates for funders and board members.
- Enter Great Neighborhoods contacts into the Salesforce database.
- Work with our web designer to design, build, and draft content for the Great Neighborhoods portions of the website.
- Assist with grant writing and reporting pertaining to the Great Neighborhoods initiative.

Qualifications

- Solid project management experience with a track record of meeting deadlines.
- Strong interpersonal communication skills essential. Ability to present to funders, speak effectively in public, or facilitate community meetings.
- Ability to work independently.
- Practitioner experience in community development, organizing, planning, placemaking, real estate or related field.
- Bachelor's degree strongly encouraged; Master's degree preferred.
- Language other than English helpful.
- Strong computer skills and a familiarity with Microsoft Office, web content, databases, email marketing software, and other online tools.

Application Details

- Please send resume and cover letter expressing interest and qualifications to andre@ma-smartgrowth.org. Please include "Great Neighborhoods Manager" in the subject line.
- Applications will be reviewed on a rolling basis.
- This is a full-time, benefits-eligible position.
- Starting salary estimated at \$50-60,000 with modification possible depending on skills and experience.

The Massachusetts Smart Growth Alliance is an Equal Opportunity Employer. Candidates of color are encouraged to apply.

About the Massachusetts Smart Growth Alliance

The Massachusetts Smart Growth Alliance (MSGA) promotes healthy and diverse communities, protects critical environmental resources and working landscapes, and supports equitable community development and urban reinvestment. It was formed in 2003 by the following organizations: Boston Society of Architects (BSA), Citizens' Housing and Planning Association (CHAPA), Conservation Law Foundation (CLF), Environmental League of Massachusetts (ELM), Fair Housing Center of Greater Boston (FHC), Massachusetts Association of Community Development Corporations (MACDC), and the Metropolitan Area Planning Council (MAPC).