

COMMUNITY PROJECT MANAGER: JOB ANNOUNCEMENT

Posted: June 4, 2018

The Cambridge Redevelopment Authority (CRA) has recently completed a series of major planning efforts and is seeking a motivated team member to help implement new community development initiatives.

In 2014, the CRA concluded a strategic planning process that generated a new mission, a guiding set of operating principles, and a series of new redevelopment activities to be undertaken within Cambridge. Building off this effort, the CRA launched the Foundry Redevelopment Demonstration Project, amended the Kendall Square Urban Renewal Plan (KSURP), piloted a community micro-grant program, initiated multiple park and streetscape improvement projects, and has begun planning other initiatives. Details on these projects may be found at www.CambridgeRedevelopment.org.

The CRA now seeks to further expand its programs with a regenerated focus on workforce development and community investment. The Project Manager will assist in the planning and execution of these redevelopment programs and other duties as required, including but not limited to:

- Designing and Managing Kendall Square workforce development initiatives connecting local communities to opportunities in the local innovation economy,
- Overseeing the operations plan for the mixed-use community programs at the Foundry building through community partnerships and tenant agreements,
- Planning new neighborhood investment strategies consistent with the Strategic Plan including potential loan and grant programs for local organizations,
- Conducting outreach to diverse stakeholder groups and strategic partners, and
- Developing communication materials geared toward a variety of audiences.

This is a full-time position, with benefits, for a 37.5-hour work-week. The Project Manager reports to the Executive Director.

Qualifications: Candidates must demonstrate at least six (6) years of experience in community development programs, workforce development, or neighborhood planning. An advanced degree in Public Policy, City Planning, Non-Profit Management, Education, or related field may substitute for one year of experience. The CRA seeks candidates with demonstrated understanding of community economic development, workforce training, neighborhood engagement, small business development, and real estate finance principles.

The CRA is seeking individuals with organizational skills, project management capacity, individual initiative, and creative problem-solving skills. The Project Manager must be able to work well independently and collaboratively in a small team environment. Candidates should demonstrate professional experience working with diverse community groups in planning processes and/or development projects. Candidates must present excellent writing and public speaking abilities. Data analysis, graphic design, and proficiency with office software like Microsoft Office, Adobe, Google Docs, and relevant industry-specific programs are essential skills.

Work Environment: Work involved is both indoors in a professional office setting and outdoors at project sites. The position requires attendance and participation at regular evening meetings. Travel to local meetings and project sites is required. Accommodations will be made to enable individuals with disabilities to perform essential functions. The CRA provides a flexible, supportive, and family-friendly work environment.

Salary and Benefits: Compensation is commensurate with experience. A comprehensive benefit package is provided to employees including but not limited to paid vacation and sick leave, health insurance program via the Group Insurance Commission, dental insurance, transit and mobile phone subsidies, deferred compensation savings plan (457), and membership in the Cambridge Retirement System's pension plan.

To Apply: Email a cover letter and resume to planning@cambridgeredevelopment.org no later than July 1, 2018. Applications will be reviewed on a rolling basis.

The CRA is an affirmative action/equal opportunity employer. Women, minorities, veterans, members of the LGBTQ+ community, and persons with disabilities are encouraged to apply.