

Economic Prosperity Programs Manager - (180002WU)

Official Title: Program Manager IV

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Management

Bargaining Unit: M99-Managers (EXE)

Confidential: No

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: May 7, 2018, 11:34:50 AM

Number of Openings: 1

Salary: 35,247.68 - 96,028.80 Yearly

The Economic Prosperity Program Manager reports to the Assistant Undersecretary. He/she works collaboratively with the Assistant Undersecretary, the Deputy Director of Policy and senior managers in the Bureau of Rental Assistance and the Division of Public Housing to develop, implement and maintain special initiatives and new programs related to DHCD's Economic Prosperity agenda.

The Economic Prosperity Agenda identifies and supports long-term strategies to align funding, policies and services across state agencies that include public benefit reform, reliable employment supports, and tax policy to promote employment and mitigate the cliff effect. Working with internal and external working groups the Economic Prosperity Program Manager shepherds programs and initiatives from concept through implementation phases. The manager uses statistical analysis and qualitative data to evaluate new and existing programs.

Using the flexibility provided by DHCD's Moving to Work (MTW) status he/she supports and promotes economic prosperity for the Section 8 applicant and participant population. The Economic Prosperity Program Manager oversees the work of interagency and external working groups related to Economic Prosperity.

He/she supports the Deputy Director of Policy in strategic messaging to external audiences, ensuring that communication aligns with DHCD and Administration priorities. The Economic Prosperity Program Manager works with policy, legislative and communications staff to draft appropriate outward facing communication, such as website content, marketing materials, conference presentations,

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Designs, implements and monitors Economic Prosperity programs. Develops initiatives based on quantitative and qualitative data to adhere with the agency's Economic Prosperity goals. Works closely with DHCD staff and external stakeholders to identify resources; develop budgets, scopes and contracting procedures; designs program guidelines, performance measures and reports; creates training materials; and provides technical assistance.

2. Provides logistical support to interagency working groups focused on identifying obstacles to economic mobility, incentivizing work and mitigating cliff effects of government supports. Plans agendas, coordinates meetings, conducts presentations, prepares and distributes meeting minutes and meeting materials and, tracks and coordinates follow-up activities. Works with key staff from various agencies to frame issues, analyze options and prepare materials for resolution. Generates reports and provides technical support

including conducting program research, compiling information, summarizing industry data, and distributing relevant information.

3. Supports collaboration on Economic Prosperity reforms and initiatives across the agency, Secretariat-wide and across other executive offices. Represents the agency at public events to promote the agency's Economic Prosperity agenda. Prepares presentations, reports and briefings for the Undersecretary.

PREFERRED QUALIFICATIONS:

1. Excellent organizational skills with attention to detail and follow-through skills.
2. Extensive experience designing and implementing programs and measuring and evaluating program outcomes.
3. Experience developing and conducting trainings for a diverse set of audiences.
4. Exceptional group facilitation skills with keen insight into human behavior and motivational forces.
5. Ability to develop consensus with a diverse set of stakeholders.
6. Proven capacity to assess situations, accurately identify obstacles and propose recommendations.
7. Excellent written and oral communication skills.
8. Ability to gather, synthesize and report on complex quantitative and qualitative data.
9. Demonstrated experience managing program budgets and compliance with government or philanthropic program reporting requirements.
10. Comfortable working with tight deadlines.
11. At least intermediate proficiency using Microsoft Office, including Word, Excel, PowerPoint and Access.
12. Master's degree is preferred and/or Bachelor's degree in social science, public administration and/or policy and experience in nonprofit, public or private management.

MISSION STATEMENT:

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS:

Please be sure to upload a cover letter and resume.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS:

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) four (4) years of full-time or, equivalent part-time, professional, professional internship, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management or (B) any equivalent combination of the required experience and substitutions below.

Substitutions:

- I. A certificate in a relevant or related field may be substituted for one (1) year of the required experience.
- II. An Associate's degree in a related field may be substituted for one (1) year of the required experience.
- III. A Bachelor's degree in a related field may be substituted for two (2) years of the required experience.
- IV. A Graduate degree in a related field may be substituted for three (3) years of the required experience.
- V. A Doctorate degree in a related field may be substituted for the required experience.

HOW TO APPLY

Create profile and apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=180002WU>

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100