



108 Church Street, 3rd Floor | New Brunswick, NJ 08901 | 732.640.2061 phone | 732.543.1201 fax | www.newjerseycommunitycapital.org

Community Strategies Project Manager

Do you have a passion for strengthening communities by empowering low- and moderate-income families to improve their neighborhoods? Are you proud of your work and want to see it be an effective tool for community development? Do you welcome the challenge of working alongside community organizations and resident leaders to improve neighborhoods? If so, we want to talk to you!

New Jersey Community Capital (NJCC) is a community development financial institution with a mission to create thriving communities through strategic investments and knowledge. Our Community Strategies program helps deliver these investments in knowledge by partnering with community organizations and municipal governments on neighborhood planning, policy, and other community development projects. The Community Strategies Project Manager will employ a diverse set of skills to support the Community Strategies program in this project-based work.

Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented staff and motivating environment. NJCC embraces diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Job Functions

As the Community Strategies Project Manager, you will manage projects aimed at helping local communities achieve their goals. These projects will typically integrate such activities as community research, data analysis, resident engagement, community planning, and strategy development. Working with the Community Strategies team, NJCC's other lines of business, and our external partners, you will:

- Manage relationships with clients, public-sector officials, grassroots community leaders and other partners to advance project goals.
- Design, facilitate, and evaluate community planning, community engagement, and strategy development activities.
- Organize and facilitate policy and data collection training opportunities for internal work groups and external partners.
- Collect, analyze/interpret, map, and disseminate relevant data for external partners and for internal reporting.
- Have a thorough, working knowledge of the internal and external partnerships and resources necessary to implement departmental and clients' revitalization goals.
- Author, review, and edit written content related to neighborhood plans, strategy documents, and technical reports in a collaborative process with colleagues.
- Coordinate the development and writing of project proposals and funding applications.
- Support internal collaboration efforts and working groups to advance the broader organization's goals through the gathering of information and conducting of relevant research.
- Supervise the Community Strategies Fellow and any projects conducted in partnership with educational institutions, as appropriate.
- Organize site visits and meetings, provide limited administrative support, and draft general correspondence between and among staff, stakeholders, and clients.

Qualifications

Candidates should have 4-6 years of experience working in community development, including a combination of community organizing, neighborhood planning, real estate development and/or economic development work, and a Bachelor's degree in urban planning, public policy, public health or a related field. Also essential are a demonstrated interest in the field of community development; an enthusiasm for NJCC's mission and vision; a passion for communities; an ability to draft high quality written content; a track record of meeting deadlines and accountability to colleagues and teammates; and the ability to thrive in a highly collaborative environment.

Work Location

The position is currently remote but will primarily be based at 108 Church Street in New Brunswick.

Work Schedule

Business hours run from 8:30 a.m. to 5:00 p.m.

Compensation & Benefits

We offer a competitive nonprofit annual salary based on experience and skills (\$70-\$75K), as well as a generous benefits package, including health, dental, disability and life insurance after 30 days of service; 401(k) retirement plan after a year of service; flexible spending accounts, including medical, dependent care, and transportation; and 25 paid leave days, including sick and personal days plus 13 paid holidays.

Check us out at www.capcnj.org & www.newjerseycommunitycapital.org!

To Apply

If this exciting opportunity appeals to you, please email a thoughtful cover letter and your résumé to hr@njclf.com. Please include "Community Strategies Project Manager– *Your Name*" in the email's subject line.