

March 6, 2019

JOB ANNOUNCEMENT: Project Manager

Hester Street is seeking an experienced urban planner, designer and/or community development professional to plan, manage and implement community-driven development and planning projects in low-income communities and communities of color in New York City and nationwide. We are looking for someone with at least five years of work experience to join a dedicated, dynamic team that holds social justice as a core value.

Hester Street is an Equal Opportunity Employer committed to a diverse workforce that reflects the populations with whom we partner. We seek to build an inclusive organization grounded in respect for differences and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability or veteran status.

ABOUT HESTER STREET

Hester Street, an urban planning, design and development nonprofit, works to ensure neighborhoods are shaped by the people who live in them. We provide technical assistance and capacity-building support to community-based organizations and public agencies to advance participatory planning and equitable community development. We focus on low-income communities and communities of color – people and places that historically have been left out of decision making. Our goal is socially, racially, and economically just cities.

ABOUT THE POSITION

We are looking for an urban planning or community development professional with a background in affordable housing and/or community facility development, neighborhood planning, architecture or some combination of the above – and an interest in real estate finance and development. Qualified candidates will have experience working on one or more community development projects, creating and executing complex project work plans and building relationships across public and private sectors. This position requires the ability to manage all aspects of the development process – from feasibility to planning to budgets to financing, design and construction. Also important is an interest in community-driven development and in working with some of NYC's most brilliant community-based organizations.

This is a great opportunity for a highly motivated community development, planning or design professional who welcomes work in a collaborative environment to join a diverse, growing, high-energy team.

Job responsibilities include the following:

- Manage all aspects of community development projects inside and outside NYC;
- Collaborate with community-based partners on capital project development and planning;
- Identify financing sources and negotiate with lenders;
- Conduct financial and site-specific feasibility analyses;

- Review and develop acquisition and construction budgets, maintenance and operating budgets;
- Pull together and manage teams of architects, attorneys, brokers, contractors and other development team members;
- Draft funding proposals and applications;
- Facilitate community planning and design workshops and train workshop facilitators;
- Effectively prioritize, delegate, execute and track tasks across multiple projects, adhering to rigorous timelines;
- Carry out key planning, design and development technical work (i.e. conducting planning studies, developing surveys, creating maps, gathering data and conducting site-specific and neighborhood-level analyses, developing innovative recommendations or solutions);
- Research and identify national and international best practices of innovative community design and development;
- Communicate Hester Street's approach and project experiences with a wide range of partners, contributing to the broader urban planning and community development fields.

Qualifications

We are seeking candidates who are pro-active, deadline-oriented and expert at juggling multiple projects. Top candidates will have:

- Project management skills:
 - A track record of creating and executing complex project work plans;
 - Creative problem-solving skills and ability to adapt plans to fit evolving project needs;
 - Experience effectively delegating tasks to project teams, including to staff members, interns or outside consultants.
- Relationship building skills:
 - Ability to build relationships with partners across nonprofit organizations, government and the private sector;
 - Experience working in low-income communities, immigrant and other communities of color and/or with community-based organizations preferred.
- Background in relevant field and strong interest in community-driven planning and equitable development:
 - Demonstrable experience working on one or more community development project – preferably affordable housing and/or a community facility;
 - At least five years of full-time planning, architecture and/or community development experience;
 - Master's degree in Urban Planning, Architecture or a related field.

+ Experience working in/with real estate, land-use and/or financial lending institutions and experience working on projects with multiple funding sources and related reporting requirements preferred, though not required.

+ Proficiency with the programs we use – InDesign and other Adobe Creative Suite programs, SketchUp, AutoCAD, and/or ArcGIS – a plus.

+ Fluency in a language other than English also a plus.

Salary

Salary for this position is competitive and depends on prior experience. In addition, Hester Street offers a comprehensive benefits package.

To Apply

Please send cover letter, résumé and two work samples (one written sample and one relevant presentation preferred) to hrm@hesterstreet.org, with “Project Manager” in the subject line.

Hester Street is a nonprofit organization incorporated as Hester Street Collaborative, Inc.