

May 1, 2019

JOB ANNOUNCEMENT: Senior Project Manager

Hester Street is seeking an experienced urban planner, designer and/or community development professional to plan, manage and implement community-driven planning and development projects in New York City and nationwide. We are looking for someone with at least seven years of work experience who demonstrates strong analytical and strategic systems thinking at both a micro and macro level. The right candidate will take on a leadership role in an organization 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 is an urban planning, design and development nonprofit that works to ensure that neighborhoods are shaped by the people who live in them. We offer technical and capacity-building assistance to community-based organizations, private firms and government agencies on land use processes, neighborhood planning and design, and public and private community development projects. We strive for more vibrant, equitable, just and resilient neighborhoods.

ABOUT THE POSITION

Senior Project Managers (SPMs) have the overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of multiple projects while also playing a role in organizational leadership as members of the Senior Leadership Team (SLT). Qualified candidates will have experience working on three or more mid-to-large-scale city, neighborhood or community planning projects, creating and executing complex work plans and building relationships across public and private sectors.

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

Job responsibilities include the following:

Projects

- Manage all aspects of community planning projects inside and outside NYC;
- Lead key planning, design and development technical work (such as conducting planning studies, developing surveys, creating maps, gathering data and conducting site-specific and neighborhood-level analyses, developing innovative recommendations or solutions);
- Work closely with community-based organizations and government agencies to plan, develop, implement and evaluate community planning, development and capacity building projects;
- Manage complex project teams;
- Effectively prioritize, delegate, execute and track tasks across multiple projects, adhering to rigorous timelines;

- Work with Hester Street team to develop innovative community engagement tools;
- Develop and conduct train-the-trainer sessions;
- Research and disseminate innovative community development best practices.

Leadership and Organizational Development

- Supervise 1-3 Project Managers and Project Associates;
- Actively participate in leadership discussions and strategic planning for the organization;
- Bring an entrepreneurial spirit and proactive problem-solving mentality to all projects, as well as identifying and seeking out new lines of work;
- Pitch in on grant writing, project reporting and other business development tasks;
- 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 take a creative approach to their work, 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;
 - Strong analytical and creative problem-solving skills and ability to adapt plans to fit evolving needs;
 - Experience effectively delegating tasks to project teams, including to staff members, interns or outside consultants.
 - Relationship building skills:
 - Strong ability to build and manage relationships with partners across nonprofit, government and private sectors;
 - 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:
 - Experience working on three or more mid-to-large-scale city, neighborhood or community planning projects;
 - At least seven years of full-time planning, architecture and/or community development experience with increasing levels of responsibility;
 - Community engagement and/or facilitation experience;
 - Master's degree in Urban Planning, Architecture or a related field (or at least eight years of experience in a relevant field).
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- + Proficiency with the programs we use – InDesign and other Adobe Creative Suite programs, 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 a range of factors, including 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 "SPM" in the subject line.

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