



COMMUNITY DEVELOPMENT PROGRAM MANAGER

JOB DESCRIPTION

The Blight Authority of Memphis (BAM) is seeking a qualified professional to manage community engagement and community educational-related programs to advance the organization's mission forward for transforming blighted properties into economic opportunities. The program manager will manage a series of community development focused programs, and they will work to maintain and build ongoing relationships with community stakeholders and strategic partners.

Annual salary ranges from \$40,000 to \$45,000.

DUTIES & RESPONSIBILITIES

General Administrative Duties

Organizes and manages the activities, promotions and scalability of BAM community engagement programs and educational trainings.

- Identify and recruit opportunities for public/private partnerships for redeveloping formerly blighted properties and addressing community blight elimination needs.
- Analyze submitted development projects and program proposals to determine initial feasibility for implementation, alignment with city priorities and relevance with BAM's mission and policies.
- Assist in the annual departmental budget preparation and is responsible for overseeing and documenting departmental expenditures within budget requirements.
- Lead efforts to secure program financing through philanthropic or private sources to maintain, optimize and scale program operations.
- Recommend policies and procedures that guide and support the provision of quality services by the organization.
- Prepare regular program reports regarding the status of prospective and current metrics and its impacts toward achieving program goals.
- Attend meetings and serves on committees as needed and assigned by the Executive Director.
- Perform other duties as assigned.

Community Engagement + Relationship Building

- Design and produce educational workshops that engages various segments of the public in trainings that promotes the awareness and engagement of BAM's mission.
- Assist in presentation regarding raising awareness of BAM's program offerings and impact.
- Conduct research reports and cost analysis that demonstrates impact on BAM's program activities and needs.
- Coordinate with other cities and implement working relationships.

KNOWLEDGE & ABILITIES

Ability to work well under pressure; outstanding organizational and communication skills; strong attention to detail; good judgment, strong decision-making instincts, and total discretion; ability to function autonomously, yet effective as a member of a coordinated team; excellent proofreading/editing skills; familiarity with diplomatic protocol, a plus.

- Preferred knowledge of principles and practices of urban and community planning and techniques of economic and industrial development.
- Ability to manage multiple tasks under strict deadlines and have strong analytical, communication and organizational skills.
- Ability to communicate effectively, both orally and in writing.
- Must be comfortable in engaging the public and have experience with managing volunteers.
- Experience in developing and facilitating trainings to multiple age groups, experience, and skill sets.
- Must be willing and able to travel frequently, use personal cell phone, and work evenings and weekends as necessary in order to accomplish job responsibilities
- Ability to plan, direct and supervise subordinate personnel.
- Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Urban Planning, Public Administration, Business Administration or related field required.
- Preferred minimum of one (1) year of experience involving municipal land use planning or community engagement. Preferred three (3) years or more in project management experience.
- Master's degree desired; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities of the job.
- Must possess a valid driver's license through the State of Tennessee. Access to an automobile with applicable insurance.
- Successful completion of background check.

Interested applicants should apply by submitting a cover letter, resume and three (3) professional references with email and phone number. Applicant should designate the position which is being sought and submit in email to support@blightauthoritymemphis.org.