

Job Title: Senior Program Manager	Date: June 22, 2023
Team: Community & Economic Development (CED)	Supervisor: CED Director
Employment Status: Full-time	FLSA Status: Exempt
Location: Detroit	Other:

PURPOSE OF JOB:

Detroit Future City (DFC) has two strategic focus areas in its 2030 strategic plan: 1. Grow the number of resilient, thriving neighborhoods that attract and retain residents of diverse incomes and backgrounds and 2. Disrupt systemic racism, poverty, and other inequities to grow household income and wealth for Black Detroiters and other Detroiters of color. The Community and Economic Development (CED) team is engaged in several initiatives which connect our focus areas to housing, income and workforce development, and neighborhoods.

The Senior Program Manager (SPM) is responsible for the successful implementation and management of major programs within the CED team and across teams of DFC. Current programs include the Detroit Neighborhood Housing Compact (the Compact) and a new restorative and reparative neighborhood investment fund which is currently under development. The SPM will spend approximately 50% of their time supporting the Compact and the other 50% supporting the Fund and other DFC initiatives.

The Compact is a cross-sector collaborative whose central goal is to increase the availability of stable, healthy, and affordable single-family homes for both renters and homeowners in Detroit. Under the umbrella of the Compact, DFC convenes stakeholders, develops reports and tools, pilots projects, and fosters collective action. The Senior Program Manager will guide Compact strategy, develop content for and convene monthly stakeholder meetings, communicate regularly with Compact members, and produce a monthly Compact newsletter. Learn more the compact here: <https://detroitfuturecity.com/what-we-do/community-economic-development/dnhc/>.

The Fund will also involve a broad collaboration of diverse partners to direct grants, loans, and investments to support wealth building strategies in targeted neighborhoods. The Senior Program Manager will coordinate efforts to convene partners, develop Fund priorities, and engage neighborhood stakeholders within targeted neighborhoods.

The Senior Program Manager will be an integral part of the Community and Economic Development team and will also collaborate regularly with other DFC program teams to advance the overall mission of the organization. The SPM may supervise an AmeriCorps member or other interns when needed.

KEY RESPONSIBILITIES AND DUTIES:

- Collaborate effectively with CED staff and DFC leadership across all teams to advance DFC’s vision and goals.
- Manage the successful implementation of the Detroit Neighborhood Housing Compact
- Develop agendas and content for monthly Compact convenings. Manage meeting logistics and facilitate meetings. Meetings may be in person or on-line as needed.
- Manage Compact stakeholder data and communicate regularly with Compact members. Produce and distribute monthly email newsletter.
- Build relationships with housing stakeholders and practitioners across the housing ecosystem, especially those that actively participate in the Compact, to make the Compact a valuable and supportive program.
- Support and manage the Compact Advisory Committee that informs the direction of Compact work.
- Support development and launch of a new neighborhood investment fund.
- Coordinate diverse a stakeholder group to develop fund strategy and structure.
- Provide support and thought leadership to the CED team regarding strategy and program development.
- Supervise AmeriCorps members or other interns assigned to CED team.
- Manage consultant contracts related to CED projects.

- Maintain current knowledge of innovative policy trends and practices related to community and economic development.
- Represent DFC as needed in meetings, coalitions, and conferences related to CED initiatives.
- Develop and maintain relationships with a broad range of external stakeholders including government agencies, policy-focused non-profit organizations and mission-aligned companies.
- Actively participate in organization-wide and departmental planning and program development activities.
- Maintain orderly files and program records using DFC office systems and software. Utilize DFC software programs for workflow and communication management including Microsoft Word, Microsoft Outlook, Microsoft Excel, Microsoft Teams, SharePoint, and SmartSheet.
- Follow all DFC policies and procedures as defined in the Employee Handbook and other policy documents.
- Other related duties as assigned

JOB QUALIFICATIONS:

BASIC QUALIFICATIONS

- Minimum five years of relevant work experience in community and economic development, housing development, homebuyer programs, commercial lending, or related fields.
- Minimum five years of relevant work experience with the management of complex programs and projects

THE IDEAL CANDIDATE WILL POSSESS THE FOLLOWING SKILLS AND QUALITIES:

- Experience designing, leading and managing successful programs.
- Experience with public speaking, community engagement, and meeting facilitation.
- Experience managing team and partner relationships.
- Experience administering consultant contracts.
- Excellent verbal and written communication skills.
- Well organized and detail conscious; excellent project management skills.
- Able to work independently and handle multiple responsibilities with minimal supervision.
- Team player able to work effectively with diverse colleagues.
- Passionate about Detroit and the mission of Detroit Future City.

SPECIAL CONSIDERATIONS:

WORK HOURS : Approximately 40 hours per week, with flexible schedule, including occasional evening and weekend activities as required.

LOCATION: Employee may work a schedule with a mix of work-from-home and in-office time, as approved by supervisor. The position will require attendance at in-person meetings and public events.

COMPENSATION & BENEFITS

- Competitive salary commensurate with education and experience, range is \$60,000 - \$70,000 per year.
- Medical, dental, vision, life, and long-term disability insurance
- 401k Savings Plan with employer match
- Generous paid time off and holiday schedule