

Job Title: Community Design Works Program Manager

Organization: Neighborhood Design Center

Location: Baltimore MD

Job Opening: December 13, 2018

Closing Date: When Filled

Salary: Full time with benefits, \$60,000-70,000 /year

The Neighborhood Design Center seeks a full time the Program Manager to lead ongoing community design efforts in our seven-person Baltimore office. This is a rare opportunity for a highly motivated and creative self-starter to work directly with low-to-moderate-income communities across Baltimore City on projects to improve neighborhoods. The candidate will work in a fast-paced, collaborative, interdisciplinary environment with landscape architects, urban planners, architects, foresters, artists and social designers, all committed to social justice.

What you'll do:

The Program Manager will lead the NDC Community Design Works program in Baltimore, managing volunteer-designed built environment projects focused on neighborhood planning, streetscaping, community engagement, and placemaking. The Program Manager manages all aspects of a successful, rigorous community design projects including volunteer engagement, project management of research, outreach and design, project handoff, documentation and reporting. Evening and weekend work is required.

Tasks include:

Lead Baltimore Community Design Works program

Program Leadership:

- *Plan the delivery of the program in accordance with mission and strategic goals*
- *Manage program grant, including writing annual grant application, and fulfilling ongoing recordkeeping and reporting requirements.*
- *Develop new initiatives to support the NDC Strategic Plan*
- *Develop personal goals and objectives that support program advancement*
- *Manage Project Coordination staff and Service Year volunteers*

Project Leadership:

- *Respond to community requests for assistance, lead project scoping and MOUs*
- *Lead volunteer recruitment and team formation*
- *Coordinate and facilitate community and volunteer meetings and participatory co-design workshops*
- *Keep abreast of project-related issues and best practices*
- *Assist volunteer design teams with review and packaging design deliverables*

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- *Respond to community feedback on projects*
- *Maintain meticulous project records and correspondence*
- *Attend community meetings to share the work of NDC*

Lead contracted consulting services to non-profit and agency partners

- *Lead neighborhood planning, community engagement, meeting facilitation, landscape design, and other conceptual design services*
- *Respond to requests for assistance, scope projects, estimate cost of services*
- *Build positive relationships with NDC partners*

Additional duties as assigned.

Experience we're seeking:

- Minimum of five years professional experience in a design office
- Bachelor's or Master's degree in public interest or social design, architecture, urban design, landscape architecture, graphic design, or related fields
- Proven ability to work with a diverse set of stakeholders and clients
- Familiarity with and interest in the Baltimore region
- Strong demonstrated personal commitment to community design and social justice
- Exceptional interpersonal and facilitation skills to present and lead community workshops

Job-related skills:

- Notable design skills and outstanding project management abilities
- Remarkable communication skills
- Real team player with flexible mindset and a sense of humor
- Facility with Adobe CS and knowledge of AutoCAD, ArcGIS, Sketchup, Revit desirable

How to Apply:

Submit cover letter, resume, design sample under 5MB, and 3 professional references to: naranda@ndc-md.org

Who we are:

The Neighborhood Design Center helps support low-moderate income communities in Baltimore City and Prince George's County, MD by linking them with professional design and planning services. In collaboration with neighborhood groups, local government agencies and fellow nonprofits, we support locally driven initiatives for neighborhoods pursuing improved quality of life within their built environments.

NDC's impact and thought leadership have been recognized on local, regional, and national levels by partners and funders that include the Deutsch Foundation, Bloomberg Philanthropies, Gehl Institute, Surdna Foundation, Enterprise Community Partners, Prince George's County Government Agencies (Departments of Environment, and Public Works and Transportation), and Baltimore City Government (Department of Housing and Community Development and Office of Sustainability).

All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition. EOE.

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