

VITAL NEIGHBORHOODS INITIATIVE PROJECT DIRECTOR

PRESERVATION ALLIANCE FOR GREATER PHILADELPHIA

Background

The Preservation Alliance for Greater Philadelphia is a nonprofit organization whose mission is to preserve and protect the historic resources of the Philadelphia region and historic neighborhood character. The Preservation Alliance operates a Neighborhood Preservation program that focuses on preserving the character of neighborhoods in Philadelphia.

The Alliance has been selected by the Office of Housing and Community Development and the board of NeighborhoodsNow to manage the Vital Neighborhoods Initiative begun by NeighborhoodsNow. This initiative is intended to strengthen “middle market” neighborhoods in Philadelphia. The program consists of several elements including:

- Program support and technical assistance to three neighborhood organizations—New Kensington CDC, Fairmount CDC and the East Mt. Airy Revitalization Committee;
- Track changes in the three selected neighborhoods as the program is implemented;
- Implement a citywide neighborhood marketing strategy including the creation of a neighborhood marketing website; and
- Design a strategy for expanding the program to other neighborhoods.

The Preservation Alliance is seeking candidates for the full time position of Vital Neighborhoods Project Director.

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Job Functions

The Preservation Alliance currently has a staff of two persons managing its Neighborhood Preservation Initiative. The Director of Neighborhood Preservation oversees the program and is supported by the Neighborhood Preservation Coordinator who also directs the Alliance’s African American Initiative and is a field representative of the National Trust. The Vital Neighborhoods Project Director will join this team. The Executive Director of the Preservation Alliance provides the overall direction of the Neighborhood Preservation Program and the Vital Neighborhoods Initiative.

The Project Director will provide technical assistance and support to the three neighborhood organizations already in the program, with the support of other Alliance staff members and consultants when appropriate. The Project Director will also be responsible for technical assistance and support to other neighborhood organizations that may join the program in the future.

A critical component of the technical assistance and support to neighborhood organizations is identifying other programs that might provide financial assistance for neighborhood marketing and improvement programs. This includes such public programs as CLIP, the Elm Street Program, homeowner loans and grants and similar programs.

The design of the marketing website and an expansion strategy will be developed with an Advisory Committee and with the Center for Architecture and the Community Design Collaborative, the Alliance's partners in this project. The Project Director will provide staff support to the advisory committee and supervise consultants engaged to develop the website.

Qualifications

The Alliance is seeking candidates who have a have experience with community development and market rate housing programs. While a knowledge of historic preservation is also important, primary emphasis is on community development experience, especially experience related to neighborhood revitalization and housing. Knowledge of public and private sector programs for neighborhood revitalization, especially programs offered in Philadelphia, is of particular importance.

Candidates should have a bachelor's degree and a graduate degree in a field related to community development and at least 3 years experience. In lieu of a graduate degree, additional experience, especially in a project leadership role, is required. In addition, the candidate should have the following skills or experience:

- Experience working with community development corporations, neighborhood organizations, public agencies or nonprofit organizations engaged in community development and housing programs;
- A general knowledge of the community development programs of the City of Philadelphia;
- A general knowledge of historic preservation, with an emphasis on neighborhood preservation programs and historic districts;
- Experience managing contracts and supervising consultants;
- Good communication and networking skills
- Good writing skills.
- Experience is using the Internet for research and communication, as well as proficiency with Microsoft Word and Excel programs.

- Experience or skill in communication, public relations or marketing.

Salary and Time Schedule

The salary range for the position is \$50,000 to \$65,000 plus health benefits, depending on prior experience and qualifications.

The Alliance is an equal opportunity employer and seeks qualified candidates without regard to race, gender, sexual orientation, age, religion or other factors.

The position will be filled as soon as a suitable candidate is found.

Applications consisting of a letter of interest describing prior experience relevant to the list of functions and qualifications, and a resume, should be submitted via email if possible to info@preservationalliance.com or by mail to John Andrew Gallery, Preservation Alliance, 1616 Walnut Street, Suite 1620, Philadelphia PA 19103.