

JOB POSTING

Cherry Hill Strong was established in 2021 as the neighborhood's community quarterback organization; charged with engaging the community, coordinating efforts and investments across the Purpose Built Communities' four pillars: Education, Community Wellness, Economic Vitality, and Housing. We partner with Cherry Hill residents and community leaders to ensure collaboration among partners, build in mechanisms for meaningful community feedback, and accountability towards achieving the community's long-term goals.

Job Title: Community Program Manager

Part/Full-Time: Full-Time

Job Reports to (title): Executive Director

FLSA (Exempt/Non-Exempt): Exempt

Date Issued/Revised: January 2025

Location: Office, Remote, Community

Wage Range: (Job Grade 7) \$53,661 - \$89,434

Benefits: 15 days PTO, Medical, Dental, Vision, Life, Short- and Long-Term Disability, 401(k) Plan with match

PURPOSE OF JOB

Make a sustainable impact in the self-determined transformation of the Cherry Hill neighborhood by managing, implementing, and evaluating programs that promote economic vitality, good health, and overall well-being in the community. The Program Manager will work across multiple teams, community partners, and stakeholders to ensure programs are impactful, measurable, and sustainable.

ESSENTIAL FUNCTIONS

Program Management, Evaluation and Reporting

- Oversee day-to-day operations of the organization's programs under two pillars: economic vitality and community wellness
- Develop and maintain project plans, including timelines, milestones, and deliverables for all programs
- Develop and implement data collection and reporting standards to evaluate program outcomes effectively
- Monitor program performance using key performance indicators (KPIs) and provide regular progress reports to leadership and stakeholders
- Prepare clear and concise program updates, reports, and presentations for internal teams, board members, funders, and external stakeholders.

Stakeholder and Resident Coordination

- Serve as the primary point of contact for internal and external program partners, including nonprofit organizations, businesses, schools, and healthcare providers.
- Work extensively in the field with people who live in Cherry Hill, partners, staff, and various stakeholders to promote alignment, collaboration, and progress toward shared goals
- Coordinate community engagement efforts to ensure programs are informed by and responsive to residents' needs
- Champion a diverse approach to wellbeing by advocating for environments where all residents can thrive
- Help residents realize their collective responsibility and ability to manage their environment sustainably
- Identify, recruit and organize affordable housing residents to get involved as leaders and advocates for their community and for affordable housing and housing justice

Strategic Planning

- Identify opportunities to enhance program impact, efficiency, and sustainability
- Incorporate data and evidence to establish strategic plans, goals, and measurable objectives for programs
- Align all initiatives with the organization's mission, vision, and strategic direction, supported by the Executive Director.

Budget & Resource Management

- Oversee project budgets, ensuring funds are allocated and spent according to grant guidelines.
- Work with Cherry Hill Strong's leadership to prepare financial reports and manage grant compliance.

Staff & Volunteer Management

- Recruit, train, and supervise staff and volunteers to support implementation and program excellence.
- Collaborate with staff members to support the overall mission and goals of the organization.

SUPERVISION and ORGANIZATIONAL RELATIONSHIPS

- Supervises Community Organizer position; may direct contractors and/or volunteers
- Nurtures multiple external relationships with healthcare providers, social service agencies, and other community partners to enhance program impact

QUALIFICATIONS

Technical Qualifications:

- Bachelor's degree in public health, social work, community development, or a related field; or equivalent experience
- Minimum of 3-5 years of experience in managing complex projects or programs in community development, nonprofit work, or a related field
- Experience working with or coordinating diverse community partners, including residents, schools, businesses, and government entities
- Proficiency in iWork, MS Office Suite and/or Google Docs and project management tools
- Current or former Cherry Hill resident preferred; must have experiential knowledge of the Baltimore area and the needs of the community

Knowledge, Skills and Abilities:

- Passion for the Cherry Hill community and mission of Cherry Hill Strong; commitment to community service and living out anti-oppressive values
- Excellent verbal and written communication skills; ability to tailor messages to diverse audiences
- Strong project management skills with experience creating work plans, timelines, and budgets
- Strong research, analysis, problem solving, leadership and communication skills
- Knowledge of community issues and best practices in community programming
- Ability to be detail-oriented, collaborative, and proactive with diverse stakeholders and partners
- Outstanding integrity, professionalism, discretion, and sound judgment to handle sensitive, high-profile, legally privileged, and otherwise confidential information in an appropriate manner

PHYSICAL DEMANDS

- Work is performed both indoors and in outdoors or ambient air temperature working conditions
- Requires the ability to use computers and other office equipment
- Incumbent may be in one place or move from place to place for extended periods
- Speaking, hearing, and understanding English
- Bending, twisting, reaching and lifting up to 20 lbs. may be normal components in completing job duties

Cherry Hill Strong does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-job-related factors.