Cherry Hill Strong
REVEALING THE STRENGTH OF CHERRY HILL

606 Cherry Hill Road, Level 2
Baltimore, MD 21225
www.cherryhillstrong.org

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: Housing Program Manager
Part/Full-Time: Full-Time
Job Reports to (title): Executive Director
FLSA (Exempt/Non-Exempt): Exempt
Date Issued/Revised: October 2026
Location: Hybrid—Office, Home, Community
Wage Range: $65,000 - $87,000
Benefits: 15 days PTO, Medical, Dental, Vision, Life, Short- and Long-Term Disability, 401(k) Plan with match

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PURPOSE OF JOB

The Housing Program Manager is a high-impact, hands-on role responsible for the day-to-day operations of Cherry Hill Strong's residential and commercial development projects. This position drives project advancement, acting as the "boots on the ground" coordinator for all site-level activities while ensuring all development aligns with our mission to prevent displacement and build generational wealth for legacy residents. The Manager performs essential research, analysis, and coordination to support high-level decision-making and execution that fosters transformation led by the people who already call the community home

ESSENTIAL FUNCTIONS

Program Development & Project Coordination

- Develop and implement housing equity initiatives that reduce systemic barriers to housing access, ensuring alignment with the organization's mission, Core Values (Center Residents, Focus on Equity, Work Collectively), and strategic goals.
- Maintain plans, budgets, and timelines for each housing program and real estate project; identify priorities, obtain input, secure necessary approvals, and coordinate communication to ensure projects progress according to plan, budget, and schedule.
- Conduct research, analyze data, and collect surveys to uncover trends in Cherry Hill's housing market, identify opportunities, needs, and impact of housing developments, programs, and services.
- Collaborate with internal teammates—including the Executive Director (for strategic alignment, progress updates, approvals); Deputy Director (for documentation, systems, & fiscal management); Sr Program Manager (for program co-design, resident engagement, and cross-pillar coordination); and Director of Development (for funding research, application support, and compliance).

Site Management & Field Execution

- Oversee all phases of development: site acquisition, design, permitting, construction, and final occupancy.
- Conduct regular site visits to inspect properties, assess redevelopment potential, and ensure work meets quality and safety standards.
- Act as the primary liaison and operational link between architects, engineers, general contractors, property management, and agency staff.

External Representation and Liaison

- Collaborate with community stakeholders to align projects with community needs and values.
- Attend and represent Cherry Hill Strong's interests in all external development meetings with partners such as the Housing Authority of Baltimore City (HABC), South Baltimore Gateway Partnership, and various private developers.
- Navigate and maintain relationships with state and local agencies, including the Maryland Department of Housing and Community Development (DHCD), to ensure project compliance and progress.
- Organize and facilitate community meetings, workshops, and outreach events to engage residents and gather input, ensuring the community's voice guides development decisions.

Financial and Legal Legwork

- Develop the capital stack for individual projects, identifying and pursuing funding through public grants, tax credits, vouchers/subsidies, philanthropic resources, and diversified investment vehicles, working closely with the Director of Development.
- Review, prepare, and coordinate applications for public (federal, state, local) and private loans, grants, and subsidies for values- and strategy-aligned housing and commercial projects.
- Develop and maintain project budgets and financial pro formas to provide the Executive Director with actionable data.
- Obtain and incorporate legal counsel to manage the phases of residential and commercial initiatives, including zoning code reviews, community benefits agreements, and contract negotiations.

Reporting & Evaluation

- Prepare concise project status, financial performance, and compliance reports for the Executive Director and relevant boards
- Maintain detailed records of project plans, meetings, results, and grant requirements.
- Track and report on community impact metrics, including: number of residents hired, hours of local labor utilized, and dollar value of contracts awarded to local businesses.
- Develop, track, and report on community impact metrics and key performance indicators (KPIs) to measure program outcomes and community impact over time.
- Recommend program adjustments based on data analysis and community feedback.

QUALIFICATIONS

Technical Qualifications:

- Bachelor's degree in urban planning, public administration, social work, real estate, or a related field; Master's degree or relevant professional certifications or licenses are a plus.
- Minimum of 5 years of experience in housing policy, economic development, or program management related to housing development.
- Experience working in or with underserved communities and a demonstrated commitment to racial equity and social justice.
- Knowledgeable about affordable housing programs, community ownership & investment vehicles, economic development strategies, and community engagement practices.
- Familiarity with affordable housing finance (LIHTC, HOME, state & city programs, CDFIs, etc.), grants, permitting, zoning regulations, and real estate landscape in Baltimore City.
- Strong skills in budgeting, forecasting, and financial modeling for affordable housing projects

Knowledge, Skills and Abilities:

- Exceptional relationship-building skills; comfortable communicating with everyone from legal counsel and state officials to community residents**.**
- Exceptional written and verbal communication skills for effective interaction with the community, funders, the Board, and other stakeholders.
- Strong negotiation and contract management skills to secure favorable terms with contractors, developers, and financial institutions.
- Familiarity with equity-focused policy areas such as housing, health, education, economics, or climate
- Ability to manage multiple priorities with care, flexibility, and accountability
- Ability to conform to hybrid office and field setting, with some evening and weekend engagements expected. Local travel within the Cherry Hill and greater Baltimore area required.

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
- Specific vision abilities: close, distance, and color vision, depth perception, and ability to adjust focus
- Speaking, hearing, and understanding English
- Bending, twisting, reaching and lifting up to 40 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.