



Organization:

Hill Community Development Corporation

Job Title:

Program Associate

Reports To:

President & CEO

FLSA:

Full-time/Exempt

Job Summary:

The Program Associate ensures that the programmatic services and opportunities of the Hill CDC are delivered timely and in response to the needs of the community. This includes, but is not limited to, the development of current businesses within and new businesses moving to the Hill, the Hill District 100 initiative, workforce related programs, working on special projects as assigned and ensuring effective deployment of the interns and fellows that work on various CDC initiatives. The position requires effective project management as well as effective grant writing and grant management skills. The ideal candidate must be proficient with planning and organizing office support systems to effectively deliver on the programmatic operations of the organization.

Essential Functions:

- Identifies and connects Hill District businesses and others with existing opportunities within the community and economic development sector;
- Coordinate and utilize programs such as the Hill District 100, BizU, BizLab, incubating new businesses to move to the Hill, housing programs, rehabilitation programs, and special projects etc., as appropriate to promote programmatic and economic development;
- Utilize an empowerment model of community and economic development such as informing, educating and engaging residents and stakeholders throughout the development review process;
- Ensure that programmatic events are well communicated, advertised and delivered on time and within the budget allocated for the work;
- Coordinate and lead effective intern and fellows program ensuring effective goal setting and delivery of mission critical work through a fellowship/intern program;
- Effective project management of the intern program with local colleges and universities ensuring a pipeline of top shelf talent from the region are helping to deepen the mission work and vision of the Hill CDC;
- Write and manage grants as required to meet the programmatic needs of the organization and ensure delivery of the necessary resources to support the programmatic work of the organization;

- Coordinate special events (stakeholder meetings, teleconferences, town halls, community related activities, etc. as needed;
- Work collaboratively with a diverse team of internal team members and community partners to create and manage intra and cross-organizational integrated initiatives;
- Perform other related administrative, general and other duties as assigned in the mission delivery for the organization.

Requirements:

- BS/BA in Business, Public Administration, Nonprofit Management or related field. Commensurate experience may be considered.
- 5+ years of professional work experience in a related or transferrable field is required
- Excellent research, computer and technology skills are required. MS Word, Excel, Outlook, PowerPoint are essential. Access and other database experience is a plus.
- Ability to contribute to website and social media content management
- Solid project management, analytical and organizational skills and ability to multi-task
- Highly-developed and effective verbal and written communication skills
- Ability to work independently and as part of a team
- Proactive thinking with detail-oriented and creative problem solving approach
- Ability to raise established fundraising goal based upon role and position

Salary:

Commensurate with experience

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Hill CDC is an EOE