Background

PCRG is a nonprofit membership organization of community development corporations (CDCs), community-based organizations (CBOs) and community service groups in western Pennsylvania. We ensure that our region has one voice in organizing for equity in financial lending practices, land use and vacant property, transit and infrastructure. In addition to its own knowledge and capacity, PCRG utilizes its connections to members, business, government and communities to drive positive change in social policies, services, and products affecting those who live in low- and moderate-income areas and communities of color. Action-focused policy development and implementation is fundamental to advancing our mission. Public education and awareness of issues impacting those we serve, and PCRG’s related initiatives and achievements are central to our success. Our blend of technical aptitude, paired with a heritage of effectively organizing diverse community-based organizations, has become a national model and has netted long-lasting positive change throughout western PA and beyond.

Purpose and Authority

PCRG’s member priorities, an understanding of the greater socioeconomic ecosystem that we influence, and informing and motivating like-minded stakeholders and policymakers, are fundamental to advancing our mission. A member-serving, member-responsive organization that also leverages like-minded community partners and builds a tight-knit web of actors that are driving meaningful, systemic change leading toward more inclusive and equitable communities and economic opportunity, is the end goal.

To accomplish this, the Programs & Engagement Manager ensures that PCRG’s membership is active and engaged in PCRG’s advocacy initiatives, that these initiatives are relatable to the needs of our members and the communities they serve, and that PCRG direct-service programming is helping historically marginalized low-income and minority communities build capacity and access resources. This person will ascertain the needs of PCRG member communities, addressing the gaps between neighborhoods and, in conjunction with PCRG staff, develops a work plan that puts ideas into action. To maximize member engagement and involvement, the Programs & Engagement Manager directly manages other outreach and program staff who work on the ground while the Programs & Engagement Manager maintains high-level, high-touch relationships with member leadership. The Programs & Engagement Manager also manages PCRG’s direct-service programs, which build capacity within these same communities. This person reports directly to PCRG’s Executive Director and works closely with the Director of Policy.

Responsibilities

- Oversee and manage the day-to-day activities of PCRG member outreach and manages Outreach Coordinator to that end;
- Hold regular membership meetings per PCRG bylaws and, working with Outreach Coordinator, driving member attendance. Facilitate meetings toward PCRG-identified outcomes and track membership engagement;
- Create and conduct regular Membership Survey, identifying appropriate topics & best ways to maximize member participation;
- Create and implement a membership recruitment strategy, identifying appropriate messaging and methods of engagement;
- Cultivate existing, and build new, relationships with relevant local, regional, and state government staff and
leadership, member groups, financial institutions, and like-minded stakeholders to act as a network of agencies who advance equitable community development;

- Identify additional outreach and engagement opportunities, develop and implement proactive communication strategies, motivate members stakeholders to attend meetings, events, and actions when necessary, and provide necessary background information for various engagements;
- Represent PCRG and members’ interests at relevant coalition tables and relevant public events as such as public hearings and actions. Present at such engagements as needed;
- Ensure quick follow-up and follow-through on items and issues identified via PCRG convenings and engagements;
- Assist Director of Policy in formulating and honing PCRG’s policy, advocacy, and educational efforts to match the on-the-ground needs and deficits of members;
- When needed, work with Director of Policy to educate elected officials on community development issues facing low/moderate income and minority neighborhoods;
- Work with the Media and Events Coordinator to create collateral material needed for member communication and recruitment, and other outreach and programming managed by this position;
- Implement relevant deliverables as committed to fulfilling grant-funded activities and outcomes, report on outcomes of grant activities;
- Manage PCRG’s direct-service programming, including the Reimagining Communities Initiative (RCI) and the Pittsburgh Property Reserve, and other property acquisition/disposition programs.
- Manage PCRG’s Americorps VISTA program and site placements, provide regular and thorough reporting to Executive Director, funders, and the federal government;
- Provide information to Executive Director to promote a positive image of PCRG throughout the region;
- Maintain positive relationships with staff, board members; membership, external stakeholders, and elected officials, informing them of ongoing movement toward meeting goals and objectives;
- Other duties as assigned as relevant to the position.

Knowledge, Skills and Abilities

- Empathetic sensitivity to issues stemming from the institutional marginalization of minority and low/moderate income individuals and communities, and a proven ability of working with diverse communities and stakeholders;
- Broad understanding of the impacts of underlying factors to institutionalized poverty and racism such as blight, disinvestment, and socioeconomic and physical isolation;
- Ability to proactively, effectively engage with stakeholders of widely varying racial, socioeconomic and age backgrounds;
- Ability to synthesize multiple viewpoints and opinions, incorporate them into work as appropriate;
- Excellent inter-personal, oral communication, presentation, and writing skills;
- Strong meeting facilitation, coordination and community organizing skills
- Highly organized self-starter with a high self-standard of performance, and goal creation;
- Capacity to identify new challenges and opportunities, and formulation of strategies and tactics to address the same;
- Ability to simultaneously and effectively manage multiple projects in a fast-paced environment;
- Flexibility to change direction and respond to the needs of a dynamic system, yet remain effective;
- Ability to adhere to deadlines and established benchmarks;
- Ability to meet expectations while working in the field or remote office locations;
- Maintains and promotes social, ethical, and organizational norms in conducting internal and external business activities.
- Experience with developing effective presentations, reports, and marketing collateral;
- Ability to interpret data and complex concepts and research from different sources, and to synthesize and relate it individuals of widely varying technical capacities and educational attainment;
- Ability to organize and participate in meetings during non-traditional office hours such as evenings and weekends as required
- Experience in leveraging involvement of public agencies in support of a nonprofit mission a plus;
- Knowledge of federal, state and local government programs relating to community development a plus.
• Knowledge of Pittsburgh’s community development system, and its actors a plus
• Microsoft Office Suite proficiency required, CRM experience strongly preferred. Proficiency with software such as Adobe Creative Suite and GIS a plus.

**Education and Experience**

A minimum of Bachelor's degree in public policy, public administration, urban planning, or equivalent with 2--4 years' experience in Community Development or a related field. Advanced degree preferred.

**Benefits and Salary**

Salary Range for this position is $40,000 - $50,000 based on education and experience. Our benefits package includes medical/dental/vision insurance, disability and life insurance, and 401(k) individual retirement plan 90 days after hire. Additionally, PCRG promotes reducing the carbon footprint, and can provide a travel stipend equal to the cost of a monthly transit pass.

*PCRG is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic background, familial status, sexual orientation, disability or any other characteristic protected by law.*