Background

The Pittsburgh Community Reinvestment Group (PCRG) is a 501 c3 non-profit organization consisting of community-based organizations representing low- and moderate income (LMI) neighborhoods throughout Allegheny County. PCRG works towards economic justice, equitable investment practices and sufficient financial resources to revitalize communities throughout Allegheny County. Organized to help foster the Community Reinvestment Act (CRA), a federal law requiring all financial institutions that receive a charter and deposit insurance from the federal government to ascertain and meet the credit needs of all communities from which they take deposits, PCRG works to improve investment opportunities in low- and moderate-income communities in accordance with sound banking practices and responsible public policy.

Since 1988, PCRG has worked with Pittsburgh's major lending institutions and public agencies to develop innovative reinvestment programs targeted to Pittsburgh's low- and moderate-income neighborhoods.

Washington Citywide Development Corporation is a 501 c3 non-profit organization organized with the purpose to promote economic growth, neighborhood revitalization, the creation of employment opportunities and the enhancement of the quality of life in the Washington Area. WCDC works to build coalitions of business men and women, merchants, professionals, educators, civic leaders, county and state representatives and volunteers.

Purpose and Authority

The Coordinator Strategic Initiatives will work with the Executive Director of Washington Citywide Development to develop both strong understanding of WCDC;'s program agenda with both quantitative and qualitative measurements, then assess opportunities that enhance WCDC programs, and deliver on WCDC core mission, neighborhood investment. Understanding diversified research and targeted projects are integral parts of future of community development and the engagement of private capital via banking strategies in this region is essential. WCDC’s research ultimately informs and provides this sound basis and frames the organization’s policy, advocacy and practical application needs for the organizations future. The Coordinator will work closely with the other staff and partners to assess relevant trends in the county and the performance of neighborhoods in WCDC’s marketplace. Based on those findings and trends, coupled with the annual needs assessment of the Community Development System and general economic environment will work with the Executive Director to propose Key Strategic Initiative to address or catalyze opportunity consistent with the policies of the board of directors and executive management team responsible for managing the daily business of the corporation. In addition the coordinator will activate the selected initiatives, to enhance and keep WCDC programing relevant. Part of that role is to monitor changes in the community development environment and the involvement of regional, national and global players as required broadening a more creative approach to advancing the work of WCDC and the community development system. They report to the WCDC Executive Director.

Responsibilities

The coordinator will be responsible to work alongside the Executive Director Washington Citywide Development Corp to evaluate enact and enhanced new or existing programing or projects of the corporation in all area. Including within Housing Rehab, Main Street, Commercial Development, and events that promote the city. Managing the day-to-day activities to bring projects and programs online, to include research and project
development. The Coordinator will work with the executive director to establish goals and objectives, budgeting and monthly reporting on the status of the projects. The Coordinators work will include the development of an action plan for the specific initiative / project. Work with the financial instructions with the objective of promoting neighborhood revitalization and investment. The Coordinator will implement said plans and in some cases hand off the project after established to the Director of the appropriate core area once establish as an active part of programing. The position also includes creating strategy and focus around research topics directly related to WCDC’s programmatic function with a strong relationship that includes investment patterns, using WCDCs current research to provide and support the action plan that include advocacy efforts. The Coordinator of Strategic Initiatives will represent WCDC regarding their area of work which could include working with regional partners like DCED and others at local, county, state and federal functions including the travel to Harrisburg and Pittsburgh as required.

- Develop an informed work plan that includes WCDC research and others that supports the mission and vision of WCDC
- Established timelines for new projects and startup capital requirements.
- Identifying and analyzing trends and effectively communicate findings to WCDC members, staff and partners.
- Work with program coordinators to create both quantitative and qualitative measurements to assess WCDC program impact / return on investment
- Develop and present the yearly update to the Executive Director and Board on the status of new Initiatives
- Identify and build relationships with our partners to support, assist and grow new Initiatives
- Build and Maintaining excellent relationships with member groups, financial institutions, non-profit organizations and other stakeholders in the region to drive WCDC’s mission for equitable resources for all.
- Representing WCDC at local, county, state and federal functions including the travel to Harrisburg and Pittsburgh as required around WCDC new Initiatives.

**Knowledge Skills and Abilities**

- Must be a self-starter and able to work independently
- Excellent oral, written and interpersonal skills required.
- Ability to perform complex math skills with a focus on attention to detail required.
- Proven competence in building and maintaining relationships with external stakeholders.
- Hold a firm understanding of the Community Reinvestment Act, and other Fair Housing laws
- Ability to work effectively with different audiences including community groups, clients, financial institutions, foundations, non-profit organizations, staff, members, business leaders and media.
- Ability to create new and existing or enhance initiatives and publish their results.
- Experience managing databases.
- Experience in technical writing.
- Ability to work independently in a fast-paced environment on multiple projects simultaneously with little direct supervision.
- Proficient on Microsoft Office products.
- Experience in GIS systems preferred.
- Strong organizational skills.

**Education and Experience**

- Bachelor’s degree required, background in economic development and business development beneficial.
- Minimum 3 years experience in an academic research setting or reporting/analysis function within a financial institution or similar.

**Benefits and Salary**

WCDC offers a competitive salary based on education and experience, a generous benefits package including
medical/dental/vision insurance, disability and life insurance and a 401(k) plan. Salary Range for this position is $35,000 - $45,000 annual salary,

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