



**Position Announcement  
Central Providence Opportunities Project Manager**

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ORGANIZATIONAL OVERVIEW

The mission of ONE Neighborhood Builders is to develop affordable housing and engage neighbors across greater Providence to cultivate healthy, vibrant, and safe communities.

Over the next two years, we will accomplish our mission through:

- *Robust Housing Development and Quality Real Estate Management*  
ONE|NB will expand the availability of affordable, high-quality homes through the production, preservation, and acquisition of residential and mixed-used properties within our historic home of Olneyville and across greater Providence.
- *Addressing Root Causes of Health Disparities*  
ONE|NB will engage residents and community-based organizations in Central Providence to generate the social and economic conditions that prolong life expectancy and work to eradicate systemic barriers that lead to health disparities.
- *Embracing Innovation and Building the Community Development Field*  
ONE|NB will emerge as a thought leader in the field by distilling the lessons learned from developing and managing housing and convening residents and community organizations. We will participate in local and regional community development conversations, produce research and case studies, and amplify the impact of our community partners.

At full complement, ONE|NB has 22 full-time team members. ONE|NB is a NeighborWorks America charter member and is governed by an active Board of Directors consisting of ten members. The organization's annual operating budget is \$3.5 million, of which \$2 million is raised annually from government agencies, private foundations, corporations and individual donors.

POSITION DESCRIPTION

The Central Providence Opportunities initiative is focused on improving social and economic mobility in Central Providence; this area is defined as the nine neighborhoods in the 02908 and 02909 zip codes. ONE|NB and its partners seek to improve economic mobility through increased affordable housing, improved early education outcomes, increased wages and skills for local residents, and local business development.

ONE|NB serves as the convener for three overlapping place-based initiatives.

(1) The *Central Providence Collaborative* has been in existence for over 15 years. There are over four dozen community-based organizations, local businesses, residents, and elected officials that work together to improve conditions in Central Providence neighborhoods. They share resources, plan community events, and generally support one another's missions.

(2) The *Central Providence Health Equity Zone* (CP-HEZ) is charged with developing and implementing a collective impact plan to address the root causes for health disparities in Central Providence. There are over one dozen sub-recipient partner organizations that perform a range of activities that promote economic opportunity. Essential to this work is the Community Health Worker (CHW) cohort. ONE|NB sponsors the CHW Registered Apprenticeship program, of which there are currently 14 CHW's engaged.

(3) *Central Providence Opportunities* (CPO) is a long-term overarching initiative that builds upon these predecessor efforts, working across the education, economic development, housing, and workforce development sectors, with resident leaders, to generate social and economic mobility for Central Providence residents. Economic mobility is the likelihood that children achieve a higher standard of living than the household in which they were born. CPO operations are led by ONE|NB's executive director. **The Project Manager will work across all areas of ONE Neighborhood Builders in order to advance the ambitious goals of CPO.**

#### **Responsibilities:**

The Project Manager will work closely with ONE|NB's Executive Director and an interdepartmental team of staff to:

- Support community assessment processes and review all predecessor neighborhood plans to understand context and landscape.
- Assertively and consistently engage with community-based organizations and residents to inform them of the initiative.
- Serve on workgroups that will be charged with driving the work forward, and in this capacity help ensure workgroups remain aligned with their workplan and the larger initiative milestones.
- Coordinate activities across workgroups; knit-together or refocus workgroups to maximize efficiencies.
- In concert with workgroup members, develop and oversee implementation of detailed workplans and schedules, including benchmarks and milestones.
- Embrace a data-driven approach to the work and an ethos of continuous quality improvement; be comfortable utilizing ONE|NB's CRM and data visualization tools (Unite US, Salesforce and Tableau).
- Provide administrative support to the initiative, including managing communications, compiling meeting notes, managing logistics for meetings, grant reporting, and etc.
- Other responsibilities that will be determined as the position evolves.

#### **Qualifications:**

The Project Manager must be enthusiastically committed to the vision of ONE|NB and to the people of Central Providence. The ideal candidate will possess the following experience and attributes:

- At least five years of related professional experience (i.e. public policy, non-profit administration, program development).

- Proven ability to manage community-oriented projects according to outlined scope, budget, and timeline, and proven ability to adapt when things go off-plan.
- Experience with developing and implementing multi-year logic models and developing annual workplans to advance these logic model.
- Superior communications skills and interpersonal savvy with diverse groups; comfort with making presentations to large (20+) groups of people.
- Comfortable working ‘in community,’ which will require being physically present at a range of community meetings and events in Providence that will often occur during evening and weekend hours.
- Proven ability to solve problems creatively, build consensus, and delegate effectively within a collective impact structure or matrix-style governance model.
- Able to successfully navigate within a fast-paced environment with high degree of ambiguity.
- Willingness to work hard and take direction—but also creatively and independently solve problems for which the answers are not obvious.
- Multi-lingual candidates are preferred.
- Pre-existing relationships with Providence, RI community development stakeholders, strongly preferred.

The Central Providence Opportunities Project Manager position is a full-time, exempt position that reports to the Executive Director. The Project Manager will be required to work a full-time schedule at 66 Chaffee St. with some flexibility required on nights and weekends. ONE|NB offers a robust benefits package (including health, dental, and vision insurance), a retirement plan with matching contribution, a generous allotment of paid holiday and personal/vacation time, flexibility to occasionally telecommute from home, and an inspiring & innovative organizational culture. Salary is commensurate based on experience and may range from \$55,000 to \$63,000 annually.

ONE|NB works to dismantle all forms of discrimination. We fight the systems that oppress people from a vast range of identities and experiences. Cultivating a team that embodies the diverse experiences of Central Providence communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and bicultural individuals; people with disabilities; members of LGBTQQ+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

**To apply:**

Submit resume and thoughtful cover letter via email to ONE|NB executive director, Jennifer Hawkins ([hawkins@onenb.org](mailto:hawkins@onenb.org)) by April 19, 2021.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.