

SPECIAL PROJECTS MANAGER

POSITION SUMMARY

The Special Projects Manager (Manager) is a full-time position reporting to the Chief of Staff. The Manager will be responsible for advancing the organization's innovation, field building, special projects, and learning, as well as supporting Executive functions and working across the organization to gain a full understanding of comprehensive community development.

This role requires a combination of focus and flexibility, as well as a willingness to play an active, behind-the-scenes role. Candidates must possess a high degree of comfort with ambiguous/shifting job responsibilities.

ABOUT ONE|NB

Our Mission is to Develop Affordable Housing and Engage Neighbors across Greater Providence to Cultivate Healthy, Vibrant, and Safe Communities. At full complement, ONE|NB has 25 full-time equivalent team members. ONE|NB is a NeighborWorks America charter member and is governed by an active Board of Directors consisting of 11 members. The organization's annual operating budget is \$4.8 million, of which \$3.9 million is raised annually from government agencies, private foundations, corporations, and individual donors.

STRATEGIC DIRECTION

Over the next three 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 our nine Central Providence neighborhoods 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.

KEY RESPONSIBILITIES

- Leadership of special projects that are initiative by the Executive Director and involve multiple internal departments.
- Lend capacity to the ONE|NB's strategy of 'Embracing Innovation and Building the Community Development Field' by helping to identify and steward relationships with external partners and execute innovative community development pilots. Partners may include regional and national organizations in community development, health, impact finance, philanthropy, and related fields.
- Assess the feasibility and strategic alignment of emerging opportunities to grow new or existing programs and make recommendations.
- Work collaboratively across multiple departments to identify opportunities for enhanced visibility and impact, such as research partnerships, case studies, and opportunities for ONE|NB to contribute to national thought leadership.
- Develop creative solutions for reaching ONE|NB's residents, neighbors, partners, and other stakeholders via social media and other channels.
- Provide executive support as needed, including handling board meeting set up, taking minutes, and maintaining Board documents.

- Plan, coordinate, and execute logistics for special events. Assisting with preparation and execution of high-level meetings, including preparation and distribution of agendas and minutes to relevant parties.
- Occasionally support the Chief of Staff and Executive Director by scheduling meetings and providing administrative support as needed.

QUALIFICATIONS

The successful candidate will be a self-directed, highly organized, exceptional communicator and project manager who is committed to the vision and values of ONE|NB. The nature of this position will sometimes be characterized by regular reshuffling of focus and competing deadlines. The Manager must be capable of managing multiple priorities and show good independent judgement.

In addition, the following standards will generally define the successful incumbent:

- Exceptional written and oral communications skills;
- Experience managing collaborative, multi-party projects.
- Highly adaptable and comfortable with ambiguity in the workplace;
- Good sense of self and strong personal presence;
- Willingness to work hard and take direction—but also creatively solve problems for which the answers are not always obvious;
- Enjoys fast-paced work environment and collaborating with a broad diversity of staff and partners;
- Ability to actively listen and recognize top priorities for the organization, connect and build trust with people, and collaborate with colleagues and external partners; and
- Two years of related experience, which may include internships, volunteer work, part-time jobs, extra-curricular activities, and full-time work.

COMPENSATION AND INSTRUCTIONS

The Manager will be required to work a full-time schedule 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, and an inspiring & innovative organizational culture. The salary range for this position is \$50,000 to \$60,000 and will be commensurate with experience. The candidate must be fully vaccinated and will be expected to generally work in the office, located at 66 Chaffee Street, Providence, RI, however, work for home flexibility is available.

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.

APPLICATION INSTRUCTIONS Submit thoughtful cover letter and resume to Grace Evans – evans@onenb.org. Applications will be reviewed on a rolling basis.