



## Job Opening: Senior Program and Operations Manager

**Location:** College Park, Maryland (hybrid)

Established in 1997, The College Park City-University Partnership (“Partnership”) is a nonprofit community development corporation founded by the City of College Park and the University of Maryland. Our mission is to promote and support the economic welfare of College Park and the University of Maryland through activities including commercial revitalization, community development, and quality housing opportunities, while forging strong ties between the City and the University. The Partnership works to facilitate implementation of the goals and outcomes outlined in the [University-Community Vision 2030](#), a shared commitment to College Park’s future developed with the community and adopted by the City and University in 2020.

The Partnership is growing to support the establishment and successful launch of the [Community Preservation Trust](#), a certified Maryland Affordable Housing Land Trust, and deployment of the Partnership’s new and expanded [homeowner assistance programs](#). Beyond housing, the Partnership convenes cross-sector committees that address critical needs in four focus areas articulated in *Vision 2030*: neighborhood preservation and development, transportation and mobility, public health and safety, and education.

### JOB OVERVIEW

We are seeking a highly motivated, team-oriented and experienced individual to fill the role of Senior Program and Operations Manager to lead and manage diverse tasks related to program implementation, community outreach, and operational efficiency.

### RESPONSIBILITIES

#### **Program Implementation and Outreach:**

- Lead program implementation for community development initiatives, including forgivable loan assistance to homebuyers and organizing community events
- Support development, design, planning and outreach strategies for new initiatives to ensure maximum community engagement and impact
- Conduct grant writing activities to secure funding for new and existing program areas
- Monitor and report on program grants, ensuring compliance with grant requirements (e.g., federal, state, local and philanthropic funders)

#### **Operations Management:**

- Coordinate with accounting, payroll, and legal contractors to ensure smooth financial and legal operations
- Manage annual audit process in collaboration with the external audit team
- Provide administrative support, and engage with the Partnership Board of Directors, College Park City Council and local leaders
- Oversee digital accounts, subscription management and general operational services

- Manage business insurance and related business support contracts
- Additional duties as assigned to support Partnership mission and goals

### **QUALIFICATIONS**

- Bachelor's or advanced degree in a relevant field (e.g., urban planning, community development, economic development, geography, education, business administration, public administration, etc.)
- Proven experience in program management, community outreach, and grant writing within the nonprofit and/or higher education sectors
- Strong organizational and project management skills
- Strong public speaking and presentation skills
- Excellent communication and interpersonal abilities to support internal collaboration and external communications
- Familiarity with financial and legal operations
- Ability to multitask and adapt to changing priorities
- Ability to engage in a hybrid workplace, including on site in College Park
- Ability to attend occasional evening and weekend organizational and community events

### **SALARY RANGE: \$70,000 - \$80,000**

- Eligible for medical, vision and dental benefits
- Work Schedule: Full-time exempt, Monday-Friday, with occasional evenings and weekends
- Vacation, sick leave and holidays

### **APPLICATION PROCESS**

Interested candidates should submit a resume and cover letter to Kendra McAbee, Communications Coordinator, ([kmcabee@collegeparkpartnership.org](mailto:kmcabee@collegeparkpartnership.org)). Please include "Senior Program and Operations Manager Application" in the subject line. Applications will be accepted until filled. Interested candidates are encouraged to submit complete applications by Monday February 26, 2024 for first round consideration.

The College Park City-University Partnership is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.

*Note: The above job description is intended to describe the general nature and level of work being performed by the person in this role. It is not an exhaustive list of all responsibilities, duties, and skills required.*