

## Community Planning & Development Project Manager

### Isles Overview

Founded in 1981, Isles is a nonprofit community development and environmental organization with a mission to foster more self-reliant families in healthy, sustainable communities.

### The Opportunity

The project manager will be joining the Community Planning & Development (CP&D) team. We work with communities to develop and implement innovative ways to achieve resident-led neighborhood revitalization. Our passion for what we do keeps us busy, but we're never too busy to laugh, to be creative, and to identify new ways to tackle persistent challenges. We operate as a cross-functional team offering services and carrying out projects that fall into three broad categories: community planning, real estate development, and urban agriculture. Some of our ongoing work includes: the Isles Garden Support Network, which supports more than 70 school and community gardens and offers nutrition and gardening education in school and community settings; the Trenton Neighborhood Restoration Campaign ([www.restoringtrenton.org](http://www.restoringtrenton.org)), which is a citywide collaborative effort to remove the negative impacts of vacant and abandoned properties; and facilitation of long-term revitalization efforts in several target neighborhoods. We also operate the Clean & Green (cleaning and clearing of underutilized property) and T-Recs (mobile recreation) services, which maintain, beautify, and activate vacant lots, parks, and streetscapes. In all we do, we aim to positively shift perception and experience of place in Trenton's neighborhoods while ensuring that residents have access to the services and amenities they need.

The project manager will assist with several ongoing and new projects. These include: implementation of the new Creek to Canal Creative District plan ([www.creektocanalcreative.org](http://www.creektocanalcreative.org)); an EPA-funded neighborhood planning project focused on reuse of two catalyst brownfields sites and implementation of the City's Assunpink Greenway Plan; a USDA-funded citywide food system planning project; and a mixed-use real estate development project focused on creative infill strategies in a historic district.

The project manager will report to the Managing Director, Community Planning & Development. Duties will include research, document preparation, project planning and tracking, grant applications and reporting, representing Isles at community and stakeholder meetings, community outreach and engagement, and generating innovative ideas to meet resident needs. Duties may also include assisting with implementation of T-Recs and Clean & Green.

### Who Will Be Successful

The people who thrive on our team are: passionate, visionary, curious, creative, open-minded, flexible, self-directed, and willing to learn from mistakes. However, they are also results-driven, detail-oriented, and responsible.

The candidate best suited for this position will: be dedicated to social, economic, and environmental justice; be able to identify a vision and commit to realizing that vision over the long term; bring a strong understanding of and significant experience in community planning and/or real estate development; be able to remain calm and retain a sense of humor in the face of numerous tight deadlines; be willing to work some nights and weekends; and be comfortable working with people from all backgrounds.

This position requires exceptional analytical, organizational, research, and communication (verbal and written) skills. Successful candidates will have a demonstrated ability to work in a collaborative and consultative manner with colleagues and community members, including community stakeholders,

funders and partners, state and local government, academic institutions, local businesses, other non-profits, and residents.

#### **Qualified Candidates Will Have Proven Success In:**

- Project management in the areas of city planning and/or real estate development
- Managing project schedules and activities to ensure that all requirements are met, deliverables are completed, and reporting is timely
- Developing and implementing neighborhood plans
- Conducting outreach and engagement in culturally diverse communities
- Conducting research to assess and quantify community needs and priorities
- Mapping using GIS, Google Earth, Google Maps, and other tools
- Development and implementation of effective, innovative, and engaging data collection methods
- Evaluation and selection of data collection tools and technology suitable for gathering information in the field
- Data base management, preferably including GIS databases
- Developing and maintaining strong working relationships with diverse partners and community stakeholders
- Working collaboratively with city or local government to share and optimize use of data and to influence priorities
- Identifying and securing funding sources
- Demonstrating behaviors in concert with Isles' mission, vision, values, policies, and procedures

#### **Base Qualifications for Position**

- Bachelor's degree required; graduate degree in planning, public policy, real estate development, or a related field preferred; AICP certification a plus
- At least 3 years of experience in urban planning or real estate development
- Experience working in and demonstrated commitment to low income communities and communities of color
- Demonstrated proficiency in Microsoft Office applications (Word, PowerPoint, Outlook); considerable skill and comfort using Microsoft Excel
- Strong graphic skills and experience using Illustrator, InDesign, and related programs desired but not required
- Strong project management skills and experience
- Excellent oral and written communication skills
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Fluency in Spanish a plus

**Please send a cover letter, resume and recent writing sample to [hr@isles.org](mailto:hr@isles.org). Your application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.**