



50 East 168th Street, Bronx, New York 10452

www.WHEDco.org

Title: Senior Program Manager, Commercial Revitalization
Salary Range: \$62,000 - \$72,000, commensurate with experience
Location: Hybrid: In-Person at 50 E. 168th St. Bronx, N.Y. & Remote
Reports to: Vice President, Community Development

About Us:

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco’s mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

Job Summary:

WHEDco seeks a dynamic Senior Program Manager to join its Community Development Department. The Community Development Department engages in neighborhood advocacy and planning, commercial revitalization, expansion of green, mixed-use developments, and creative place-affirming initiatives, to build more equitable spaces and communities where people, arts, and the economy thrive. The Senior Program Manager will help coordinate WHEDco’s business and neighborhood revitalization efforts in the communities surrounding WHEDco’s buildings, with a main focus on the Highbridge/Concourse area around Urban Horizons—our mixed use, economy-supporting affordable development and hub near the rezoned Jerome Avenue. Primary responsibilities may include:

- **Community Revitalization:** Manage revitalization initiatives in the Highbridge/Concourse area to assess and improve neighborhood and commercial corridor conditions. Identify and follow-through on opportunities to leverage area strengths, bridge gaps and respond to area residents’ needs, from cleanliness and pedestrian safety to jobs. Assess impacts of historic disinvestment and more recent neighborhood rezoning and pandemic, including changes in land use, vacancies and assets. Build relationships with local organizations, elected officials, community boards, community members and other partners across sectors and in coalitions to build community power, advocate, and spur change to improve community outcomes.
- **Business Engagement:** Provide direct in-person outreach, resources, assistance and referrals to area micro and small businesses to help them stabilize and adapt from the pandemic and other impacts. Channel passion for economic inclusion into actively engaging with business owners, most of them immigrants, women and Black, Indigenous, People of Color (BIPOC) struggling to recover. Coordinate with Business Coach and partners to help assess business’ needs and deliver marketing, business planning, technology, legal and other support for them to grow, attract more shoppers, hire locally and galvanize the area’s economy.
- **Communications, Reporting and Innovation:** Leverage project management and data tools (including Salesforce) to manage, document and monitor outcomes. Report on program outcomes

for quality improvement, program and partner communications, reporting to funders and media requests. Become immersed in department and organization-wide initiatives to maximize impact and integrate well onto team. Be a thought leader driving economic equity and justice in underserved communities of color. Explore and engage economic democracy models rooted in racial justice, community ownership and shared governance (ex. cooperatives, community finance, etc.).

Qualifications:

- College degree and minimum 5 years of relevant experience in community economic development, small business development, neighborhood planning/policy and/or commercial revitalization.
- Some Spanish proficiency required. Arabic, Asian and/or African languages a plus.
- Excellent project or contract management experience with supervisory ability.
- Experience supporting small business development or running/owning a business preferred.
- Motivated, creative, and resourceful team-player who takes initiative and follows-through.
- Skilled in MS Office. Salesforce, graphic design, web design, or GIS a plus.
- Self-directed with strong sense of accountability and good judgment. Sense of humor a plus.
- Committed to serving multi-ethnic communities that are majority immigrant or BIPOC.
- Solid communication skills for reporting, presentations and customer service.
- Willing and able to work effectively and collegially in current hybrid setting (in-person/remote).
- Available for events, meetings or sessions in evenings and/or weekends as needed to fulfill duties.

Must be willing and able to work a hybrid in-person/remote schedule, and a fuller in-person schedule as needed.

All new hires must provide proof of having received at least one dose of a U.S. Food and Drug Administration (“FDA”) authorized COVID-19 vaccine by their first day of employment, and proof of full vaccination within 30 calendar days.

WHEDco offers a generous paid time off policy and a comprehensive benefits package, including medical, dental and vision plans.

To apply, please send **both** a cover letter and résumé to comdev@whedco.org. Please include “SENIOR PROGRAM MANAGER” and your name in the subject line.

Our Commitment to Diversity, Equity, Inclusion and Interdependence (DEI)

WHEDco represents our commitment to diversity, equity, inclusion and interdependence in our work supporting Bronx families, our employment practices and our respect for each other. We stand firm as an organization in our support of equality and justice. We reject and disavow false narratives of criminality, otherness, poverty, and marginality that are used historically to subjugate Black, Indigenous, People of Color (BIPOC) and other underrepresented and oppressed groups in the communities we serve. Our strength is rooted in our diversity, in how we celebrate and value our differences as much as the things we share in common. WHEDco’s commitment is to build safe, supportive places and spaces for staff and community members where racism and discrimination are not tolerated.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.