



50 East 168th Street, Bronx, NY 10452  
[www.WHEDco.org](http://www.WHEDco.org)

**Title:** Program Manager, Community Development  
**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 to live in 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 of which residents can be proud. WHEDco’s mission is to create and bridge access in the South Bronx access to resources that support thriving neighborhoods – from high-quality early education and after-school programs, to healthy food, cultural programming, and economic opportunity. See [www.whedco.org](http://www.whedco.org) for more information.

#### Job Summary:

WHEDco seeks a dynamic Program Manager to join its Community Development Department to build more equitable spaces and communities where people, arts, and the economy thrive. We engage in neighborhood advocacy and planning, commercial revitalization, visioning around our green, mixed-use developments and creative place-affirming initiatives. The Program Manager will help coordinate WHEDco’s neighborhood revitalization efforts in the communities surrounding our buildings, which are mixed-use, affordable housing and community hubs in the Bronx. Primary responsibilities may include:

- **Community Advocacy and Planning:** Build relationships with community members, assess area gaps and strengths, and design and implement projects to improve local conditions, leverage area assets and respond to needs, from safety, transportation, and food access, to civic education and jobs. Explore and apply innovative economic democracy and quality of life-improving initiatives.
- **Economic Inclusion:** Conduct outreach to area small businesses, many of immigrant-, women- and Black, Indigenous, People of Color (BIPOC)-owned. Share vital resources, help identify businesses’ needs (marketing, etc.) and deliver support and referrals to help them adapt and recover from pandemic and historic impacts, generate local jobs and revive the neighborhood economy.
- **Partnerships and Communications:** Partner across WHEDco teams, local organizations, elected officials and community members to link resources, build people power, spur change, inform policy and maximize impact. Use project management and database tools to document, improve, monitor and report on outcomes for funders and media. Create and share materials to promote activities.

#### Qualifications:

- College degree and a minimum of 3 years of relevant experience in community development, small business development, neighborhood planning/policy and/or commercial revitalization.
- Some Spanish proficiency required. Arabic, Asian and/or African languages a plus.
- Skilled in MS Office. Graphic design, web design, or GIS skills a plus.
- Motivated, creative and a resourceful team-player; takes initiative, willing to learn, follows through.
- Self-directed with strong sense of accountability and good judgment and communication skills.
- Committed to serving multi-ethnic communities that are majority immigrant or BIPOC.

- Willing and able to work effectively as part of a team in current hybrid in-person/remote setting.
- Available for events, meetings or sessions in evenings and/or weekends as needed.

**Excellent benefits and competitive salary (\$52,000 - \$72,000) based on experience. WHEDco offers a generous paid time off policy and a comprehensive benefits package, including medical, dental and vision plans.**

**To apply, please email your résumé and cover letter to [comdev@whedco.org](mailto:comdev@whedco.org).**

**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.

WHEDco is an E-Verify employer. E-Verify is an Internet-based system that compares information entered by an employer from an employee's Form I-9, Employment Eligibility Verification, to records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility.