



JANE PLACE NEIGHBORHOOD SUSTAINABILITY INITIATIVE

Job Announcement | Program Manager **Applications Due Wednesday, October 21, 2015**

ORGANIZATION

Jane Place Neighborhood Sustainability Initiative (JPNSI) is a housing and community development nonprofit committed to creating sustainable, democratic, and economically just neighborhoods and communities. The mission of JPNSI is to increase the range of affordable housing options available to low- and moderate income residents by encouraging resident-controlled development; advocating for shared-equity models of homeownership, cooperative housing, and rental opportunities; and promoting community-building initiatives that advance equitable housing patterns, neighborhood stability, and community-driven land-use planning.

Utilizing the Community Land Trust (CLT) model of shared-equity, affordability, and neighborhood revitalization, JPNSI is committed to the development of affordable housing and the promotion of just and equitable community development that centers the needs of residents most vulnerable to housing discrimination, displacement, and neighborhood planning exclusion. JPNSI serves low- and moderate-income residents in Mid-City residing in the area bounded by Claiborne Avenue, Orleans Ave, Carrollton, and I-10 (Pontchartrain Expressway). While there are ongoing efforts to create affordable housing since hurricanes Katrina and Rita, the 2013 American Community Survey data shows that the area remains largely renters (79%) and a startlingly high proportion of them – 72% – are rent-burdened, spending more than 30% of their income on housing.

CURRENT INITIATIVE

Along with multiple partners, JPNSI is working to rehabilitate an historic apartment building located at 2739 Palmyra Street into four units of permanently affordable rental housing. The 2739 Palmyra building will be the first permanently affordable apartment building owned by a community land trust in New Orleans. The unit mix will include three-bedroom apartments ranging between 875-940 square feet. At initial lease-up, families will need to make at or below 60% of Area Median Income (AMI) to qualify for an apartment- about \$35,300 for a family of four. Units at 2739 Palmyra will be ready for occupancy in early 2016.

JOB DESCRIPTION

jpsni.org - PO Box 53011 New Orleans LA 70153 - 504 451 3693



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The Program Manager will provide leadership for strategies and policies related to fund development, fundraising, and donor relations; organizational sustainability; financial management; housing stewardship, and membership development. The Program Manager is a full-time position that reports to JPNSI's Board of Directors with regular interaction with the Board Chair, Treasurer, and Fund Development Committee. Compensation for the position is in the range of \$40,000 – \$55,000 with significant opportunities for future growth. The target start date for this position is **November 9, 2015**.

Duties of this position include:

- **Fund Development and Fundraising** – Oversee the development of five-year development and sustainability plan that greatly expands the organization's current level of fundraising activities, relationship building, communications, and volunteer management. Act as the lead staff member for the Board Fundraising and Development Committee, developing work plans, agendas, and ideas to engage Board and others in creative ways to help JPNSI meet its mission. Lead fundraising interns, volunteers, members, and staff in implementing the development plan. Build relationships with foundations, city agencies, and other stakeholders to advance the mission and fundraising goals of the organization. Cultivate new and existing donors, community partners, businesses, and individuals. Submit narrative and financial reports to funders.
- **Organizational Sustainability, Strategic Planning & Governance** – Participate in strategic planning, long-range goal setting, and overall organizational sustainability and housing equity goals with the Board of Directors. Annually create, implement, and manage business plan/organizational development goals (with detailed objectives, strategies, timelines, budgets, and evaluation practices). Help identify and recruit prospective Board members, advisors, and Fundraising and Development Committee volunteers. Strategically represent JPNSI at community events and activities.
- **Housing Development/Stewardship** – Assist with project management to advance new CLT projects and initiatives. Activities will include coordinating with the Board and development partners to complete project feasibility analyses, preparation of loan and grant applications for capital and operating funds, and overseeing documentation and financial management through predevelopment, construction, and lease-up phases of projects. With the assistance of a property management consultant, build the skills necessary to ensure continuing affirmative marketing, tenant selection, lease-up, and property management plans and procedures for 2739 Palmyra.



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- **Financial Management** – Working with the Treasurer, and accountant, prepare annual budgets for the Board approval and monitor activities to meet the budget. Coordinate financial audits and filing of required tax returns. Assure compliance with fund restriction and financial policies. Develop and monitor policies and procedures for finances. Maintain complete records of all financial activities. Coordinate preparation of annual audits and tax returns.
- **Legal Compliance** – Ensure compliance with state and federal non-profit corporation requirements as they pertain to 501(c)3 organizations. Ensure proper reporting to all funders.
- **Membership** – Work with Board of Directors to develop and engage membership.

EXPERIENCE & KNOWLEDGE

Successful applicants will demonstrate:

- Ability to take initiative, quickly learn new skills, and seek out appropriate support and training.
- Minimum of 3 years successful housing development and/or fundraising experience.
- Demonstrated success working collaboratively with and reporting to a Board of Directors or other supervisory team.
- Excellent communication skills, including an ability to communicate complex issues concisely, and adopt writing styles as appropriate.
- Familiarity with the affordable housing development process, government housing programs, and private financing processes.
- Familiarity with major gifts fundraising, grant writing, major donor cultivation, planned giving, events, and donor stewardship.
- Personal passion for housing rights, affordability, community controlled development, and equitable land use planning.
- Knowledge of federal and state legislation affecting charities and donations; and knowledge of fundraising management with ability to develop creative ways to raise funds and seek innovative funding opportunities.
- Familiarity with non-profit budgeting principles, including creating multi-year budgets, revenue and expense forecasts, and managing grants.
- Ability to anticipate and respond to the needs of Board, members, and donors at all levels.
- Highly organized with ability to set priorities, develop work schedules, monitor progress towards goals, adjust, innovate, and track details, data, information, and activities.



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- Ability to travel to meet with foundations, partners, community members, and major donors; and lead field trips with supporters to project(s) sites and in geographic area.

HOW TO APPLY

Please submit the items listed below to info@jpnsi.org.

- Cover letter describing your interest in this position
- Resume.
- In your application, please specifically note the following:
 - Your individual involvement in housing development projects and/or track record of writing and securing grant funds: the amounts raised, the beneficiary organizations, and the funders
 - Your work experience in the nonprofit sector
- Work Samples: a grant for which you were the primary author. Please include all attachments related to the grant (you may redact confidential information)
- 3 professional references

The deadline to apply is Wednesday, October 21, 2015 by 8:00pm CST.

JPNSI is an Equal Opportunity Employer. People of Color, Women, People with Disabilities and Orleans Parish residents are encouraged to apply.