

NORTHSIDE LEADERSHIP CONFERENCE

Elm Street Manager

Purpose:

To implement the Pennsylvania Elm Streets model with designated Elm Street and other residential districts to support the revitalization of individual neighborhoods and the Northside as a whole.

Authority:

- Reports directly to the Director of Real Estate and works with the Elm Street neighborhood organization and committees
- This position may, from time to time, supervise interns

Responsibilities:

Program:

- Develop and strengthen the capacity of the neighborhood Elm Street organization and assist in developing and implementing a practical revitalization strategy incorporating the Elm Street Model
- Develop and implement the revitalization plan for residential districts
- Assist the Elm Street organization in implementing projects and tasks
- Maintain strong relationships with residents and property owners
- Serve as liaison for residents, property owners, agents and prospective residents
- Market the residential district to homebuyers and renters consistent with the Elm St district plan
- Identify and assist in securing resources for residents and property owners for façade renovations, interior renovations or acquisition
- Educate residents and property owners in quality design with an emphasis on historic preservation
- Develop and present marketing events, programs or materials that increase the residential base of the district consistent with the Elm St district plan
- Research and interpret market data to guide marketing efforts
- Develop project concept and market analysis for residential real estate projects
- Assist NSLC Real Estate Development staff in residential real estate development projects as needed
- Work cooperatively with other NSLC staff to increase program impacts and efficiencies

Administration:

- Maintain and update property inventory database
- Maintain well-organized project files
- Provide activity and project reports as required

- Secure appropriate documentation for all expenditures and activities
- Provide accurate financial information and assist Director of Real Estate in producing reports
- Develop annual workplan with member neighborhood
- Assist in preparation of funding proposals and reports

Other:

- Such other duties as may, from time to time, be assigned

Qualifications:

- Bachelor's Degree
- Minimum 2 years successful experience in community development or equivalent field
- Experience with residential development preferred
- Experience or education in historic preservation preferred
- Strong written and oral communication skills
- Strong computer skills
- Demonstrated ability to work successfully with grassroots community-based organizations

Salary:

\$32,000 - \$38,000, commensurate with experience

Contact Information:

Interested applicants should submit resume and cover letter to Nancy Noszka, Director of Real Estate, Northside Leadership Conference, 4 Allegheny Center, Suite 601, Pittsburgh, PA. 15212 or via email to resumes@pittsburghnorthside.com

Deadline:

All resumes should be submitted by February 16, 2010

EOE Employer