

Carnegie Hill Neighbors – Job Description

Program Manager

About Carnegie Hill Neighbors

Carnegie Hill Neighbors is a nonprofit neighborhood organization, 501 c 3 that preserves, protects, and advocates on behalf of Carnegie Hill and its residents. Since its founding, Carnegie Hill Neighbors has developed and deployed numerous quality of life programs, including: car patrol, environmental guidance, clean streets, landscaping the Park Avenue malls, tree care, and a host of community events. Chief among our aims is to remain a volunteer-centered organization, dedicated to maintaining our area. Carnegie Hill Neighbors has proved that by working together, active and engaged residents can shape their neighborhood into a truly satisfying place in which to live.

Overview

The Program Manager position is responsible for managing four of Carnegie Hill Neighbors (CHN) key programs; CHN Patrol Car, Park Avenue Malls, Newsletter Ad Sales and Placement and Quality of Life Programs which includes graffiti removal. In addition, the Program Manager will be a key partner working with the Executive Director on various organization initiatives

Role

- In partnership with the Executive Director, develop an annual plan for each program. Each plan will include outreach and solicitation activities to ensure continued funding for the programs
- Responsible for managing all receivables and payables for each program. This includes preparing, delivering and collecting on the annual program invoices
- Responsible for growth plans which includes recruiting new buildings to support programs, utilizing a mix of marketing campaigns including fliers, mailings, online and in person outreach and program specific events to publicize the programs
- Manages the Ad program for the twice annual newsletter, including soliciting for ads, follow-up, receipt of ad content, ad placement and invoicing
- Assists the volunteer newsletter staff with publication activities, including supporting the Editor and Art Director on product and distribution
- Assists the Executive Director with the development and processing of grant awards
- Partners with the office team on day-to-day management of the office, from managing volunteer and intern projects, to answering phones, tidying common workspaces etc

All About You

- Team player, strong writing and verbal communication skills
- Database experience, preferably a solid foundation in donor software management and a cursory knowledge of QuickBooks
- Strong computer skills, in utilizing the Microsoft suite of programs, specifically Excel and Adobe Acrobat
- Organized and strong follow-up skills
- Solution oriented, comfortable multi tasking