

PROGRAM MANAGER

Overview:

This is a Temporary Grant Funded position.

The mission of the **Mayor's Office of Housing (MOH)** is to make Boston a more equitable and inclusive city where all residents can thrive. MOH oversees programs that create and preserve affordable housing, support homeowners and renters, provide housing and services to homeless individuals and families, and develop city-owned property. MOH seeks to carry out its mission through a lens of promoting diversity, equity and inclusion and addressing the effects of systemic racism in our city.

GrowBoston, MOH's Office of Urban Agriculture and Open Space Innovation, works to increase urban food production through the leveraging of City land and financial resources, development and promotion of innovative production strategies, and coordination with sister agencies to overcome policy and logistical barriers. This includes the Grassroots program which provides City-owned land, and technical assistance to neighborhood groups and nonprofits that want to organize, develop, own, manage, and maintain community gardens, urban farms, and other open spaces in low and moderate income neighborhoods.

Brief Job Description (essential functions of the job):

Under the direction of the Director of GrowBoston, the Program Manager is responsible for all appropriate project and program management activities in the GrowBoston office.

Responsibilities:

- Manages urban agriculture and open space program(s).
- In consultation with the Director of GrowBoston, develops new program concepts that further urban food production in Boston.
- Engages with constituents and partners about GrowBoston's programs and services.
- Procures contractors needed to implement GrowBoston programs.
- Coordinates program marketing and outreach efforts for GrowBoston programs including helping to organize and attend events and meetings and coordinate with the DND communications team on DND's website.
- Oversees open space projects, in coordination with other City and State agencies, through all stages of real estate development, from project inception through final completion, including community outreach, public approvals, permits, disposition process, real estate closing, construction, and final occupancy.
- Researches property identified for disposition.
- Prepares, reviews, and advertises Request for Proposals (RFPs) and performs outreach to interested parties including disposition RFPs and funding-only RFPs.
- Performs developer selection and negotiation.
- Coordinates with other City agencies when applicable.
- Facilitates community meetings as required; presents information on proposals and receives input from the community.
- Ensures compliance with program, project and funding requirements, as well as policy standards.
- Maintains project Salesforce records, prepares project status reports, prepares updates for the Director's tracking needs.
- Processes and tracks grant agreements, contracts, and payment requisitions through Salesforce.
- Monitors and reports on development activity of sold properties.
- Performs related work as required.

Minimum Entrance Qualifications:

- At least two (2) years' experience involving open space development, real estate sales, or program management.
- Appropriate educational substitutions may be made.
- Knowledge of urban food production including urban farming and community gardening.
- Ability to work independently as well as a member of the team.
- Strong organizational, communication, interpersonal and negotiation skills.
- Knowledge of Google Suite, Microsoft Office and Salesforce preferred.
- Demonstrated familiarity with Boston neighborhoods preferred.
- Good public speaking and meeting skills.
- Ability to conduct community meetings.
- Appropriate educational substitutions may be made.
- Ability to exercise good judgment and focus on detail as required by the job.

BOSTON RESIDENCY REQUIRED

Terms: Union/Salary Plan/Grade: SEIU 888/N-21

Hours Per Week: 35

The City of Boston is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or other protected category.

The City of Boston has played a role in causing and perpetuating the inequities in our society. To break down these barriers, we are embedding equity and inclusion into everything we do.

We define **equity** as **ensuring every community has the resources it needs** to thrive in Boston. This requires the active process of meeting individuals where they are. **Inclusion** is **engaging every resident** to build a more welcoming and supportive city. We are building a **city for everyone**, where diversity makes us a more empowered collective.

<https://city-boston.icims.com/jobs/23062/program-manager/job>