



Small Contractor Success Accelerator Program Manager

About JPNDC

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is a grassroots community development corporation anchored in 47 years of community organizing and resident leadership. We seek to help transform the lives and amplify the voices of Boston residents who have been excluded from prosperity by an inequitable economic system. We build affordable housing that allows people to thrive, provide economic prosperity services that help people build on their strengths, and organize people to pursue the changes they desire. Based in Jamaica Plain, we envision an equitable and inclusive Boston in which all people have access to secure housing, economic prosperity for their families, safe and vibrant childcare and neighborhoods with strong community relationships, political power, and opportunities to fulfill their potential.

What We Offer:

JPNDC offers an extensive Benefits package! Up to 90% of individual insurance premiums paid for health insurance, vision, and Altus dental insurance, 2 weeks of vacation plus one week at the end of the year and 14 holidays recognized per year, employer-paid life & disability insurance, a vested 403b retirement, and much more! CEU Credit or comparable training offers to support professional development in areas of: DEI, economic and workforce development, early childhood education, and affordable housing and real estate finance.

About this Position: If you are ready to make a lasting impact on the lives of others, consider applying!

Are you looking to drive equity goals in the City of Boston through innovative construction projects and initiatives aimed at enhancing the infrastructure and efficiency of small contractors?

Do you possess skills in construction project management, and are you eager to expand your influence by optimizing contractor operations, integrating equity into every facet of project management, and exploring creative ways to leverage construction projects to support the ambitions of local businesses and communities?

Do you enjoy working in collaboration with partners while also having significant responsibility to manage a complex technical assistance program?

If yes, the Jamaica Plain Neighborhood Development Corporation (JPNDC) invites you to apply to be a Small Contractor Success Initiative Program Manager on our dynamic team.

What you will do:

1. **Program Leadership and Strategy:** *Oversee the program's strategic planning and execution, ensuring alignment with overall goals to foster growth and sustainability of small construction businesses in the Greater Boston Area.*
2. **Curriculum Development and Delivery:** *Coordinate Training Cohorts to deliver training on a variety of issues including basic business management, construction-specific training, business planning, etc. Coordinate training to be delivered by colleagues and partnering organizations. Ensure effective delivery of in-person workshops, online modules, and mentoring.*
3. **Assist in Accessing Technical Assistance:** *Assist contractors who have completed Training Cohorts in accessing a wide array of technical assistance related to business development and operations, including but not limited to finance and accounting, business planning, securing certifications and business development strategy. Serve as liaison between small contractors and JPNDC's Small Business Technical Assistance Program.*
4. **Build Network for Green Energy (Solar) Technology:** *Develop and implement program to expand Small Contractor Success Initiative into the clean energy space by building its network in the clean energy contractor, offering MWBE contractors trainings on opportunities in the clean energy sector, assisting contractors to become certified solar installers and to provide technical assistance to overcome lending discrimination, linguistic barriers and other barriers around securing contracts in the clean energy industry.*
5. **Stakeholder Engagement:** *Build and maintain relationships with construction industry experts, community leaders, educational partners, and funders to enhance program offerings and secure ongoing support.*
6. **Mentorship Coordination:** *Facilitate the matching of participants with experienced mentors. Oversee the regular scheduling and effectiveness of one-on-one mentoring sessions.*
7. **Networking and Community Building:** *Organize and promote access to industry events, workshops, and networking sessions, enhancing opportunities for participants to engage with peers and construction industry professionals.*
8. **Resource Development and Management:** *Manage the distribution and accessibility of program materials, online resources, and learning tools. Ensure participants have access to necessary templates and guides for business, procurement, and project management.*
9. **Participant Selection and Support:** *Oversee the application and selection process to identify and enroll eligible contractors. Provide ongoing support to participants to maximize engagement and program impact.*
10. **Fundraising:** *Raise funds for program implementation. Sources include: individual donors, foundations, etc.*
11. **Program Evaluation and Reporting:** *Conduct regular assessments and gather feedback to evaluate the effectiveness of the program. Prepare reports for stakeholders and funders to demonstrate progress and outcomes.*
12. **Event Planning:** *Organize graduation ceremonies and other key events, celebrating participant achievements and facilitating networking with industry professionals.*

Other Responsibilities:

- *Work with project team and external partners to ensure that JPNDC equity priorities are incorporated into every aspect of program planning, design and implementation, including procurement of all services.*
- *Represent the JPNDC in neighborhood meetings and hearings*
- *Oversee program budgets, grant management, and other financial aspects of the program as needed.*
- *Communicate frequently, candidly and proactively with colleagues and partners to seek input, develop consensus, troubleshoot issues and achieve successful outcomes.*
- *Other duties as assigned.*

What it takes to be successful:

Required:

- *Thorough knowledge of the construction procurement and management process, including overall bid structuring, finance, design, and construction*
- *Minimum 3 - 5 years experience in construction management or related field.*
- *Demonstrated ability to translate procurement requirements and benchmarks into a format that contractors at any level in their career will understand*
- *Commitment to JPNDC's mission and vision*
- *Functions effectively as part of a collaborative team*
- *Self-starter who will take initiative to ensure a project can move forward as effectively as possible*
- *Ability to provide clear direction to others and to follow direction*
- *Problem-solving approach and ability to modify plans as circumstances change*
- *Computer proficiency including but not limited to Excel, Word, Microsoft Office products, Adobe/Acrobat. Demonstrated ability to create requisition and bid tabulation documents*
- *Strong time management skills, adaptable with ability to manage multiple priorities & meet deadlines, and keen attention to detail*

Preferred:

- *Proficiency in reading and interpreting construction plans and specifications, conducting basic project estimating, and firsthand experience in preparing and submitting bid proposals for construction projects.*
- *Highly entrepreneurial, proactive, self-motivated and results-oriented individual*
- *Sense of humor always appreciated!*
- *Demonstrated project and program management experience*
- *Excellent verbal and written skills, with an ability to adapt communication style to different contexts (e.g. small contractors, large general contractors, community leaders, funders, regulatory agencies, etc.)*
- *Bilingual: Haitian Creole, Cape Verdean Creole, or Spanish a plus.*

Employment Terms/Compensation:

This is a full-time, salaried position at \$60,000 - \$80,000 with full benefits package. Salary level depending on experience. This is a hybrid position, with three days a week in the office or at project sites. This position will require participation in some evening meetings.

Email cover letter and resume to: Rguerra@jpndc.org and tharris@jpndc.org

Cover letter and resume are required. No phone calls please. Position open until filled.

JPNDC is an Affirmative Action/Equal Opportunity Employer