

programs director

position description

Overview of Responsibilities: Under the direction of the Design Center's President & CEO, the Programs Director will oversee the management and execution of the Design Center's programs as well as educational and public policy efforts. The Design Center is a non-profit that advocates for the value of good design, planning and public policy to support more livable and sustainable communities in the Pittsburgh region. The energetic individual will oversee management of the Design Center's core program, the Design Fund, which offers grants and technical assistance to help organizations purchase and effectively use professional architectural and planning services, as well as providing direct project management to a portfolio of projects and general oversight of all programs and initiatives. The position will assist in the leadership and management of the organization in ensuring the mission and vision of the organization are fulfilled through the strategic mandates established by the board of directors. The position is an exempt, full-time position and will report dually to the President & CEO and Chief Operating Officer. A detailed job description can be viewed at www.cdcp.org.

Qualifications and Requirements:

This position requires a highly organized individual with experience in the field of architectural design and planning, and strong strategic thinking, management and interpersonal skills. Knowledge of Pittsburgh neighborhoods, community organizations, and the community development sphere is highly preferred. The Programs Director will work collegially with all staff members, and participate creatively and cooperatively in advancing the overall mission of the organization.

- Bachelor's degree in architecture, planning or related field (Masters preferred)
- Seven (7) or more years of experience in the field(s) of architecture, planning, or development
- Three (3) or more years of experience in a management role
- Demonstrated knowledge of Pittsburgh neighborhoods highly preferred
- Demonstrated business development and strategic planning skills
- Strong leadership and management skills, including the ability to inspire, lead and manage staff.
- Excellent communication and interpersonal skills, including written, verbal, and public speaking
- Successful budget development and management experience
- Ability to manage multiple projects and deadlines simultaneously while providing detailed reporting
- Proven ability to establish external relationships and collaborate with other organizations
- Strong computer skills including Microsoft Office Suite and database software
- Position requires access to a car and some driving, as well as some evening and weekend meetings
- Professional and positive attitude, strong work ethic, collaborative team player
- Commitment to organization's mission and programs

Physical Qualifications

Position primarily performed by sitting. The person in this position needs to occasionally move about inside the office to access office equipment. Occasionally required to stoop and bend to access information and/or to file documents. Position requires sufficient eyesight to read documents and computer screens in the process of performing daily duties. Frequently operates a computer and other office productivity equipment. This position may occasionally (less than 1/3 of time) be required to lift up to 25 pounds, reach, stretch, climb, stoop and/or balance.

Work Environment

This position is primarily performed in an office environment. While in the office, the area is well lit, ventilated, heated and air conditioned. Necessary work equipment and tools are provided within employee's work area. This position will occasionally be exposed to outdoor weather conditions.

This job description is not all inclusive, and it is neither intended to create nor to be construed as an express or implied contract of employment. Design Center reserves the right to interpret, amend, or terminate any job description, plan, policy, program, procedure, practice or benefit at any time, at its sole discretion.

To apply, submit resume, detailed cover letter and salary requirements by Friday, May 25 to:

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