

JOB POSTING

Cherry Hill Strong was established in 2021 as the neighborhood's community quarterback organization; charged with engaging the community, coordinating efforts and investments across the Purpose Built Communities' four pillars: Education, Community Wellness, Economic Vitality, and Housing. We partner with Cherry Hill residents and community leaders to ensure collaboration among partners, build in mechanisms for meaningful community feedback, and accountability towards achieving the community's long-term goals.

Job Title: ENOUGH Act Project Manager
Job Reports to (title): Executive Director
Date Issued/Revised: January 2025
Wage Range: \$54,000 - \$89,000 annualized

Part/Full-Time: Full-Time, 6 Months
Status: Contract Position
Location: In-Office and Community

This role exists to oversee the successful implementation and execution of the six-month \$2.9M project funded by the Governor's Office of Children, ENOUGH Act (EA). This role will involve high-level coordination with a diverse leadership team, both internal and external to Cherry Hill Strong, including communication with the Maryland governor's office.

ESSENTIAL FUNCTIONS

Project Oversight and Coordination

- Develop and execute a comprehensive project plan aligned with the goals of the ENOUGH Act Grant.
- Possess a thorough understanding of all EA documents, including but not limited to the Notice of Funding Opportunities (NOFO) and Award Commencement Packet.
- Proactively lead and coordinate a diverse team of internal and external project members, cross-functional teams, vendors, and other stakeholders to ensure successful implementation.
- Align project team toward methods, goals, and timely execution, and track deliverables and desired outcomes.

Stakeholder Engagement and Communication

- In conjunction with the Executive Director, communicate with the Maryland Governor's office in a manner that provides succinct and pertinent information, reflects positively on the organization, and obtains the necessary support for project efforts.
- Provide regular updates and reports to the Executive Director and other key stakeholders.
- Simplify information and communicate in a way that is understandable for all audiences.
- Promote the organization, its people, and services – both internally and externally — through expertly designed and executed communications strategies
- Develop and implement communication plans that support the project's objectives
- Establish relationships with media outlets and stakeholders
- Collaborate with the team to ensure that all content is engaging, informative, and user-friendly.

Grant Compliance and Reporting

- Collect and monitor all data and metrics necessary to ensure all deliverables are met on time and within budget.
- Ensure compliance with all grant requirements and deadlines
- Drive success by developing and maintaining effective project plans, timelines, milestones, and budgets.
- Collect and keep organized files of invoices and receipts
- Prepare and submit timely reports, including financial reports, impact assessments, and other required documentation.
- Track and manage the project budget, ensuring responsible and transparent use of funds.

- Work closely with finance and compliance teams to ensure audit readiness.

SUPERVISION and ORGANIZATIONAL RELATIONSHIPS

- Regular interaction with internal and external stakeholders and cross-functional leadership team
- Responsibility for project outcomes without direct authority over personnel

DECISION AUTHORITY and BUDGETARY RESPONSIBILITY

- Responsible for first-line management of \$2.9 million budget in accordance with grant provisions

QUALIFICATIONS

Technical Qualifications:

- Bachelor's degree in business management or related field, or at least 8 years relevant experience
- At least 5 years of experience in project management, ideally in new project implementation, preferably in a nonprofit setting
- Proficiency in MS Office/iWorks/Google Workspace, or multiple other online productivity and collaborative tools
- Project Management certification is a plus
- Communications experience is a plus (Public Relations, Social Media)
- Experience working with government agencies and high-level officials is a plus

Knowledge, Skills and Abilities:

- Proficiency in data collection and analysis relative to project implementation and success
- Excellent organizational and time management skills
- Public Speaking skills
- Problem-solving skills
- Ability to effectively communicate with and positively engage diverse groups of stakeholders toward project goals

PHYSICAL DEMANDS

- Work is performed both indoors and in outdoors or ambient air temperature working conditions
- Requires the ability to use computers and other office equipment
- Incumbent may be in one place or move from place to place for extended periods
- Specific vision abilities include close, distance, and color vision, depth perception, and ability to adjust focus
- Speaking, hearing, and understanding English
- Bending, twisting, reaching and lifting up to 40 lbs. may be normal components in completing job duties

Employees with a disability may request a reasonable accommodation that would enable them to perform the essential functions of the job. The company will engage in an interactive process with the employee and attempt to find a mutually workable solution.

Cherry Hill Strong does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-job-related factors.