



NeighborWorks® Northeastern Pennsylvania

Community Development Project Leader

Position Summary

The NeighborWorks Northeastern PA Project Leader will be responsible for planning and executing various projects to support our mission. The role will involve managing project timelines, budgets, and resources, as well as coordinating and collaborating with internal teams and external stakeholders. The ideal candidate will be a self-starter with excellent communication skills and a passion for making a positive impact in the community.

Primary Duties and Responsibilities

Responsibilities include, but are not limited to, the following:

Project Planning and Strategy:

- Develop comprehensive project plans, including scope, goals, deliverables, timelines, and budget requirements.
- Collaborate with cross-functional teams to define project objectives, success criteria, and key performance indicators (KPIs).
- Conduct thorough research and analysis to identify potential risks, constraints, and opportunities related to project implementation.

Project Execution and Management:

- Oversee project execution, ensuring adherence to timelines, budgets, and quality standards.
- Coordinate and assign tasks to team members, monitoring their progress and providing guidance and support as needed.
- Conduct regular project meetings to review progress, address issues, and ensure effective communication and collaboration among team members.
- Track and report project status, milestones, and metrics to stakeholders, providing timely updates on progress, risks, and achievements.

Stakeholder Engagement:

- Build and maintain relationships with key internal and external stakeholders, including team members, volunteers, partners, and funders.
- Collaborate with stakeholders to define project requirements, obtain necessary approvals, and align expectations.
- Facilitate effective communication channels between stakeholders, ensuring their needs and concerns are addressed promptly and appropriately.

Resource Management:

- Identify and allocate personnel and financial resources required for project execution.
- Manage project budgets, track expenses, and ensure cost-effective utilization of resources.
- Collaborate with finance team to coordinate procurement activities, contracts, and vendor management.

Evaluation and Reporting:

- Conduct project evaluations to assess outcomes, impact, and lessons learned.

- Prepare project reports, analyzing data and providing insights to inform future decision-making.
- Ensure compliance with reporting requirements from funding agencies, regulatory bodies, and internal policies.

Education and Experience

- Bachelor's degree or equivalent experience in a relevant field (e.g., business administration, project management, nonprofit management).
- Proven experience as a project leader, preferably in a nonprofit or community-based organization. Five or more years of experience preferred but not required.

Job Requirements/Skills

- Strong project management skills, including planning, execution, risk management, and evaluation.
- Excellent organizational and time management abilities, with the capacity to manage multiple projects simultaneously.
- Strong interpersonal skills and the ability to work collaboratively with diverse teams and stakeholders.
- Attention to detail and ability to solve problems.
- Effective verbal and written communication skills, with the ability to present complex information in a clear and concise manner.
- Proficiency in project management software and tools.
- Knowledge of nonprofit sector practices, regulations, and funding mechanisms is desirable but not required.
- Passion for and commitment to the mission and values of NeighborWorks Northeastern Pennsylvania.

Other Details

- NeighborWorks is an equal opportunity employer.
- Salary is commensurate with experience. Compensation package also includes health insurance, 401(k) match, paid time off, and paid holidays.
- NeighborWorks operates a team-oriented, flexible work environment.
- Training and professional development opportunities available.

Please send cover letter and resume to Jenna Peterson, Executive Assistant
JPeterson@nwnepa.org by December 8, 2023. No phone calls, please.