

THE CONGRESS FOR THE NEW URBANISM

1720 N. St, NW; Washington, DC 20036

Position: Program Manager

Do you want to help change the world? Do you aspire to help create places people love? Are you highly organized and a strong multi-tasker? Then you might be a great match for our vibrant, fun, and challenging work environment.

Organization: The Congress for the New Urbanism (CNU) is leading the revival of walkable, mixed-use neighborhoods. A membership-based, advocacy organization, CNU works to advance and promote the principles of New Urbanism. CNU seeks to restore urbanist design and planning techniques to common practice. CNU supports public policy that enables great place making and seeks to remove barriers to urbanism. For more information please visit www.cnu.org.

Summary: CNU seeks an energetic and dynamic Program Manager to help develop and manage an array of programs. The selected person must have a strong urbanist background, demonstrated project management skills, work effectively independently and in a group, and be a self-starter. The position reports to CNU President and CEO.

Location: Washington, DC

Conditions: The position is contingent upon receipt of grant funding with an anticipated start date of Fall 2016.

Qualities: CNU seeks a Program Manager who embodies a particular set of characteristics and skills, qualities that distinguish him/her from the crowd. The ideal candidate will display the following:

- Urbanist background, whether in urban planning, transportation, policy development, urban design or other discipline directly related to city building.
- 5-7 years working on new urbanist/ placemaking/city building/ smart growth projects: either at the local, state, or national level.
- Demonstrated project development and management experience, including the ability to create work plans, budgets (in Excel), manage and direct teams and volunteers, and work collaboratively.
- Strong written and oral communication skills. Seriously. CNU has staff in four states, requiring excellent communication skills.
- The ability to work independently and with a team, including CNU staff and board.
- Entrepreneurial thinker and doer, with the ability to see what needs to be done and does it.
- The ability to prepare reports, news releases, and other documents for publication.
- The ability to manage multiple tasks, priorities, and projects, while staying on deadline. (Every job description says this, but the Program manager will be managing 2-5 projects every week with multiple overlapping deadlines.)

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- Highly organized in a fast-paced work environment.
- Skilled in interacting and maintaining effective relationships with a diverse group of individuals.
- Demonstrated ability to lead diverse and disperse groups of people.

Responsibilities: The range of responsibilities for the Program Manager may include:

- Supporting, growing, and implementing parts of CNU's strategic plan (see: <https://www.cnu.org/organization/strategic-plan-2016-18>).
- Managing specific programs, many of which are transportation-related (highway teardown, project for transportation reform) and community based.
- Managing CNU's Project for Code Reform.
- Managing DC-based staff when CEO is on travel.
- Supporting CNU's efforts in our emerging equity and social justice work.
- Working with national experts to draft CNU position papers.

Benefits:

- Ability to work with national new urban experts on a range of topics.
- Fun, challenging, supportive work place environment.
- Incredible professional development opportunity with significant decision-making authority.

Salary: Commence with experience.

To apply, please send:

- Cover letter
- Resume
- Salary history

To Abby Sheridan at asheridan@cnu.org by July 15, 2016. Position open until filled.

If you're thinking about applying and plan to be in Detroit for CNU 24, feel free to talk to Lynn Richards or Abby Sheridan about the position.