

Project Executive

Catalytic Redevelopment Project & ChurchTowne Master Plan

Job Description:

Bethel Harambee Historical Services, Inc. (Bethel), the nonprofit arm of Bethel AME Church in Lancaster, PA, is undertaking a catalytic redevelopment effort via implementation of a new Master Plan project in the *ChurchTowne* neighborhood within the City of Lancaster, PA.

Bethel is recruiting for a Project Executive to help lead this redevelopment effort. Salary will be commensurate with similar positions in the private sector.

Applications will be accepted until the position is filled. To apply, submit the following by email to Russ Howell – r.howell69@yahoo.com

1. Cover letter describing your current job responsibilities, background and experience in meeting the qualifications listed under the “*Duties and Responsibilities*” / “*Skills*” sections of this announcement.
2. Copy of your Resume and contact information with your related job experience and salary history.
3. Three Professional References
4. Up to a three-page Written Summary of a key large-scale development project for which you were the lead: Include all pertinent information about the project, including type, size, and location of project, start and completion date, financial sources-and-uses, economic impact on the community (jobs, etc.), and summary of the community involvement/outreach efforts.

Duties and Responsibilities for the ChurchTowne Project Executive Position include:

1. Implement the ChurchTowne Master Plan under the oversight of the Bethel Harambee Historical Services, Inc. Board-of-Directors.
2. Directly responsible for day-to-day development, construction and overall budget for the project.
3. Prepare construction cost-estimates and overall project budgets, as well as draft and maintain contracts with general contractors and outside engineering/architectural consultants.
4. Direct consultants through planning and approvals process to obtain land use entitlements.
5. Coordinate meetings of the ChurchTowne Community Advisory Committee.
6. Direct and guide the sub-committees through delivery of their assigned tasks.
7. Establish/carry out a reporting process to keep the Board and Advisory Committee up-to-date on the Master Plan implementation, progress and critical-path issues.
8. Implement appropriate monitoring processes for government and Board reporting requirements.
9. Interact and communicate with neighborhood community groups as necessary to develop and maintain strong community support.
10. Other duties as required.

Education:

1. Bachelors or Masters Degree in Planning, Business, Finance, Real Estate, Public Administration or related field.

Skills:

1. Experience with Pennsylvania’s Office of budget RACP funding and implementation
2. Several years experience in urban-renewal and/or community revitalization efforts.
3. Experience working with multi-cultural communities.
4. Strong financial analysis and analytical/strategic planning skills.
5. Experience working with government agencies and elected officials.
6. Experience with compliance requirements relating to government grant programs.
7. Experience with community planning and land use entitlement processes.
8. Excellent communication and presentation skills (written and oral).