

Montgomery Housing Partnership (MHP) is seeking a **COMMUNITY & SMALL BUSINESS PROJECT MANAGER** to support its Neighborhoods division in revitalizing small business districts and residential neighborhoods through implementation of physical improvements to create safe, healthy, and appealing communities. This is a full-time, 40 hours per week position.

Who we are: Montgomery Housing Partnership, Inc. (MHP) is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality apartment homes to meet Montgomery County's growing need for affordable housing. MHP's community-based projects and programs includes providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in troubled communities impacted by disinvestment and structural inequities.

Summary Job Description: The **COMMUNITY & SMALL BUSINESS PROJECT MANAGER** primarily supports MHP's Neighborhoods division. This position will spend most of its time serving small business districts in Montgomery County, Maryland. In the remaining time, the manager will support the department's revitalization work in residential neighborhoods. The individual will manage a range of physical improvements including renovating business facades, public art installations, restoration of historic buildings, temporary placemaking installations and more. Primary responsibilities include:

Small Business

- Coordinate and manage event programming within business districts including pop-up events, community festivals, etc.
- Oversee projects affecting the physical environment of the commercial business districts (e.g., streetscape improvements, parklets, restoration of historic buildings) and the appearance of business storefronts and interiors.
- Assist business districts with the retention, expansion, and attraction of neighborhood-serving retail stores
- Oversee expansion of small business work into new business districts within Montgomery County, in collaboration with Department Director
- Coordinate the establishment of Main Street designations for small business districts served by MHP, including the creation of operational boards, vision planning, etc.
- Build and maintain relationships with small business stakeholders in each business district, and create external partnerships with complementary organizations
- Interact with real estate brokers, attorneys, government officials and other industry professionals in support of small business owners
- Provide technical assistance on all aspects of small business development.
- Perform administrative duties including monitoring and reporting of performance measures

Neighborhood Revitalization

- Cultivate relationships and partnerships necessary to conduct effective outreach in targeted residential neighborhoods.
- Identify potential resident leaders and facilitate leadership training for said individuals

- Assist neighborhood associations and unincorporated residential communities with developing sustainable leadership infrastructure
- Support neighborhoods in planning and visioning for the future
- Manage expansion into new residential neighborhoods not currently served by MHP

Policy

- Lead small business advocacy strategy, informing small businesses of legislation, regulations and laws affecting them and elevating the voices of business owners with decision makers
- Conduct policy research and issues analysis on issues affecting small business owners
- Develop presentations and communications assets highlighting the impact of MHP's small business and neighborhoods work

Management

- Supervise AmeriCorps VISTA member supporting small business districts, as required

Other Responsibilities

- Occasional evening and weekend work may be required

Qualifications - Master's Degree (M.A.) in Planning or related field, or bachelor's degree (B.A.) in urban planning or related field with at least three years professional experience. Fluency in Spanish is highly desirable. Proficient with MS Office software. Additional experience with open-source mapping software and Adobe Creative Suite preferred. Possesses knowledge of local and state politics. Excellent interpersonal, written, and oral communication skills. Strong organizational and demonstrated project management skills. Appreciation and ability working with a diverse group of individuals. Comfortable working in a "small shop" environment, handling multiple tasks simultaneously with minimal staff/administrative support.

Job Type:

Full-Time

Compensation: Salary will be based on applicable experience.

MHP offers a competitive benefits package including healthcare benefits, flexible spending accounts, 403(b) retirement matches, and generous paid time off.

Application Process: To apply, please submit your cover letter and resume, with salary requirements, to: hr@jobs@marcumllp.com and lina.davila@marcumllp.com. Please include the job title "Community and Small Business Project Manager" in the subject line of your email.