



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Environmental Justice & Community Development
Job Location:	317 Elm Street, Newark, NJ 07105
Job Title:	Project Manager
Reports to: Hazel Applewhite	Title: CEO

Hours:	FLSA Status	Type of position:	Other comments:
	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 55-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

The Environmental Justice and Community Development (EJCD) department of ICC engages in organizing and advocacy at the local, municipal, state and national levels, addressing issues related to environment, climate, goods movement, housing and displacement, green space, infrastructure, community planning and development, community land trusts, urban agriculture and more.

ROLES AND RESPONSIBILITIES

The Project Manager will oversee the planning, execution, and management of the mobile microgrid project from start to finish. This role involves coordination across multiple teams, stakeholders, and external partners to ensure that the project is delivered on time, within budget, and meets the project’s objectives. The Project Manager will work closely with community leaders, local government, and renewable energy experts to implement the system and ensure its long-term sustainability and success.

The Program Manager will oversee the successful execution of a transformative mobile microgrid project, encompassing solar panels, battery storage systems, and EV charging stations. This position demands strategic planning, stakeholder engagement, and team leadership to ensure timely delivery within scope and budget, all while adhering to environmental regulations and grant requirements. The role also includes project management, financial management, risk mitigation, and fostering workforce development initiatives that empower the local community. The Program Manager will also strengthen disaster preparedness by collaborating with stakeholders to develop contingency plans, ensuring reliable power during emergencies. Additionally, the position includes driving community outreach efforts to increase awareness of the microgrid's benefits and foster greater engagement and resilience among residents. Additionally, the position includes driving community outreach efforts to increase awareness of the microgrid's benefits and foster greater engagement and resilience among residents.

The best candidate will also have a strong relationship with Newark, and an ability to work with flexibility, and compassion.

Project Oversight:

- Lead the execution of the mobile microgrid project, ensuring all components are delivered on time, within budget, and aligned with project goals.
- Develop and manage comprehensive project plans, including objectives, deliverables, timelines, and budgets.
- Coordinate cross-functional teams and promote collaboration among internal departments, contractors, and external stakeholders.
- Ensure compliance with environmental regulations, safety standards, and grant requirements throughout the project lifecycle.

Stakeholder Engagement:

- Act as the primary point of contact for partners, funders, and community stakeholders.
- Collaborate with local officials, community members, government agencies, and environmental justice groups to align project goals with community needs.
- Organize and facilitate community forums and meetings to gather feedback and ensure transparency.
- Provide regular updates to stakeholders, fostering trust and engagement.

Team Management:

- Supervise project staff, contractors, and volunteers, creating a collaborative and productive team environment.
- Support workforce development by providing training opportunities to local residents involved in the project.
- Promote inclusivity and transparency in all aspects of team and project management.

Risk Management and Problem-Solving:

- Identify potential risks to the project and develop mitigation strategies to minimize impact.
- Resolve challenges promptly, ensuring consistent progress toward project goals.
- Adhere to organizational policies and regulatory requirements while adapting to unforeseen changes.

Evaluation and Reporting:

- Develop and implement performance metrics to measure project success, such as pollution reduction, energy resilience, and community impact.
- Prepare detailed reports on project progress, financial health, and outcomes for internal and external audiences, including the CEO and funders.
- Use evaluation findings to improve project strategies and practices.

Financial Oversight:

- Manage program budgets, ensuring efficient allocation of resources and adherence to funding requirements.
- Monitor expenditures to maintain compliance with grant stipulations.
- Coordinate with financial teams for regular reporting and external audits.

Other duties as assigned

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

Project Management Experience:

- Proven experience in managing complex projects from start to finish, including scope, budget, and resource management.
- Experience working with diverse teams and external partners to ensure smooth project execution.
- Comfortable using project management tools to track progress, manage tasks, and report on milestones.

Renewable Energy Knowledge:

- Familiarity with renewable energy technologies (e.g., solar power, battery storage, electric vehicle charging) and their potential to address environmental and community resilience challenges.
- Understanding of how renewable energy solutions can reduce emissions, support climate goals, and enhance community sustainability.

Communication and Collaboration Skills:

- Excellent verbal and written communication skills, with the ability to engage and collaborate with various stakeholders (community members, government officials, internal teams).

- Ability to foster positive relationships and navigate differing perspectives to achieve project goals.

Problem-Solving and Critical Thinking:

- Strong problem-solving skills with the ability to think quickly and adapt when faced with unexpected challenges.
- Ability to make decisions based on data, team input, and long-term objectives.

Community Focus:

- Passion for working in communities and understanding the balance between environmental and social justice goals.
 - Experience working with community-based organizations or directly with community members to create meaningful, lasting impact.
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Core Values

ICC is animated by a core group of values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs and wishes. We are courteous and supportive in all of our interactions with clients and colleagues. Examples of this value in action are:

- Maintaining an open door policy - feeling empowered to bring forward ideas and concerns in a respectful manner; and a willingness to hear the ideas of your colleague, community member, or direct manager
- Recognizing the unique contributions of each team member
- Maintaining boundaries - not everything is appropriate to share with colleagues and not all communication is right for work

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve. Examples of this value in action are:

- Participate in a culture of teamwork
- Listening with an open mind and being attentive to what others are saying, how they're doing, and their perspective
- Offering assistance and providing support when you can

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback. Examples of this value in action are:

- Encouraging feedback from community members to involve them in decision making
- Sharing learning and mistakes
- Speaking honestly and not withholding important information and details

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility. Examples of this value in action are:

- Receiving or giving constructive criticism in order to strive for excellence
- Showing a commitment to focusing on solutions
- Apply consistent practices to move community work in a positive direction

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened. Examples of this value in action are:

- Making restorations, not blame, the goal
- Continuously tracking progress to achieve results
- Leading by example and holding yourself accountable

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working-class backgrounds to apply.

Salary range for this position is **\$75,000 to \$95,000** commensurate with experience. ICC offers a competitive compensation package including health benefits, generous time off policy, and 403(b) plan. Hybrid work option available for this position.

If interested, please send a resume and cover letter to pmatthews@ironboundcc.org with the subject line **Project Manager**.