

**Wells Fargo Regional Foundation
West Center City Wilmington Comprehensive Community Plan**

WEST CENTER CITY FUTURES COUNCIL

IMPLEMENTATION MANAGER

Job Description

POSITION SUMMARY:

The Implementation Manager (Manager) is responsible for planning, implementing and achieving the priority goals, objectives, strategies, and outcomes delineated in the 5-year implementation plan of the West Center City Comprehensive Neighborhood Plan. The Manager reports directly to the West Center City Futures Council and the Executive Director of Interfaith Community Housing of Delaware, Inc.

RESPONSIBILITIES:

General

- Assumes managing responsibility to ensure that program objectives are clearly stated and that program activities are focused on the achievement of stated goals.
- Reports to the WCC Futures Council and Executive Director of ICHDE and accepts primary responsibilities of supervision of program personnel and activities and sets the overall tone for the program.
- Assumes the day-to-day responsibility of managing the projects and activities.
- Implements the policy directives emanating from the Futures Council and assumes overall leadership role in guiding all administrative, fiscal, planning and community-oriented program activities as delineated by the “Plan”.
- Perform other duties as assigned.

Program Development, And Evaluation

Plan/develop programs as funded by the Wells Fargo Regional Foundation and other funding agencies as approved by the Futures Council and Executive Director of Interfaith Community Housing within the context of the Implementation Plan. The main planning, development, and evaluation functions include:

- Initiation or change of policy, program, or funding allocations as directed.
- Development of agreements/MOUs with service providers, stakeholders, and other community-based programs
- Working closely with the appropriate public and private funding sources
- Function as a community organizer to effectively engage residents in the execution of Plan activities and programs.
- Developing and implementing evaluations of program outcomes using Success Measures.
- Developing goals and objectives for consideration by the Council.
- Providing Council with updated program changes.

Resource Development & Fiscal Management

- Develop grants and contracts for initial or continued funding for approval by the Council.
- Develop and monitor an annual budget as approved by the Futures Council to insure that expenditures are within the budgeted amounts and consistent with the activities contained within the Implementation Plan.
- Authorize purchase orders, vouchers, and payments within parameters set in the by-laws.
- Maintain an inventory of agency property and protect all such property.

- Facilitate the administration of contracts as approved by the Futures Council and Executive Director of Interfaith Community Housing.

Community & External Relations

- Establish and maintain a positive image and reputation that enhances the Plan and greater West Center City neighborhood and residents
- General Public/media relations
- Establish an effective communications network within the community that engages residents in activities and programs.
- Employ social networking strategies to engage neighbors and stakeholders
- Ensure effective promotion and communication of all Plan programs and activities at all levels in the community.

Personnel

- Recruitment, hiring, and retention of personnel staff when/where appropriate
- Supervision of staff when/where appropriate
- Conducting performance reviews of staff
- Determining the need for travel and training of staff and recommending/providing justification to the Executive Director of Interfaith Community Housing

Reports/Reporting

The Manager is responsible for all reporting required by Wells Fargo Regional Foundation, other funding sources, and to the Futures Council and Executive Director of Interfaith Community Housing. Reports may include:

- Monthly narrative (Executive Director's Report)
- Monthly statistical reports
- Quarterly interim progress reports to Wells Fargo Regional Foundation, in assistance of Interfaith Project Director
- Minutes of meetings

QUALIFICATIONS & SKILLS

- B.A./B.S. in Urban Planning, Public Administration, Business Administration, Community Development and/or other relevant fields of study.
- Minimum 2-3 years experience in community organizing and/or work with resident groups and neighborhood associations
- Experience making significant contributions to the success of a nonprofit community based organization
- Excellent writing, organizing, and public speaking skills
- Experience engaging with a broad base of constituencies: Board, staff, members, donors, volunteers, landowners, municipal and state officials, media, attorneys, real estate professionals and the general public.
- Proven effective track record in fundraising and program development
- Proficiency with technology
- Experience with budgeting and planning

Criminal background and drug testing required prior to employment