



POSITION DESCRIPTION

POSITION TITLE: PROGRAM DEVELOPMENT OFFICER

REPORTS TO: EXECUTIVE DIRECTOR

SUMMARY DESCRIPTION:

The primary focus of the Program Development Officer will be to grow organizational funding capacity and develop strategic relationships to ensure stable funding patterns necessary for Union Miles Development Corporation (UMDC) programs to thrive. Primary programs currently focus on resident workforce development, existing business engagement and membership, and community placemaking projects.

ESSENTIAL FUNCTIONS:

1. Develop and manage the proposal calendar
2. Convene and chair proposal design meetings as needed and provide leadership on impact pathway and logical framework development
3. Ensure full and final submission of complete proposal and addenda; and convene and facilitate post-submission debriefs
4. Develop the means for evaluating of unit/ division/ departmental goals and/or objectives, as it relates to organization's strategic plan and priorities
5. Provide coordination, management and development of business planning activities. Work with E.D to provide direction and leadership in managing all phases of the proposal development process (partner management, proposal conceptualizing and writing, personnel recruitment, budgeting, project management, post proposal assessment, etc.)
6. Engaging in networking, research and analysis to collect information that contributes to UMDC's ability to: make strategic and informed decisions regarding new business ventures; position the organization given evolving trends in the development arena; and, identify and respond to specific upcoming proposal development opportunities.

POSITION REQUIREMENTS:

This position requires extremely effective written and verbal communication skills and the ability to apply those skills in project development, the negotiation process, and speeches/presentations while representing UMDC.

- Proven track record of success in capturing funding through competitive proposal submission, floating concepts for unsolicited proposals and developing strong donor relations.



- Extensive knowledge of proposal and donor funding requirements and the ability to apply that knowledge in preparing project proposals
- Strong critical thinking, problem solving, coaching and mentoring skills
- Ability to perform under time pressure, be flexible, work independently, manage multiple tasks and work effectively as a leader and team member in fast-paced multi-cultural environment
- Ability to summarize programs succinctly and with excitement to external contacts
- Strong written and oral communication skills with an enthusiasm for writing

QUALIFICATIONS

- Minimum of a Bachelor's degree and two to three years experience in Community/Urban Development
- Experience working with diverse cultures and socio-economic conditions.
- Experience leading and working in complex teams to complete projects
- Strong writing and editing skills, with high-level attention to detail

COMPENSATION

Competitive salary and full benefits provided commensurate with experience

COMPANY OVERVIEW:

The Union Miles Development Corporation's mission is to "improve the quality of life within the Union Miles service area through community engagement, housing and economic development. UMDC was founded in 1981, as a spin-off organization of the Union Miles Community Coalition.

The Union Miles Community Coalition was a well-established community action group (comprised of residents, businesses, and churches) that collaborated to improve the quality of life in the neighborhood. The coalition identified housing as critical to the long term vitality of the Union Miles community and created the Union Miles Development Corporation as the entity to address housing related issues and projects. Today, the Union Miles Development Corporation provides a wide array of programs and services in Union Miles service area to accomplish our mission.

Email: Resume and coversheet to krystalp@unionmiles.org

NO PHONE CALLS PLEASE