

DIRECTOR OF PROJECTS AND PLANNING

Cambridge Redevelopment Authority (CRA) seeks a Director of Projects and Planning (“Director”).

The Director is a dynamic senior manager who will oversee the delivery of CRA’s community redevelopment projects.

The CRA is a Cambridge (MA) public independent authority, with its own board, budget and strategy. The CRA works on projects throughout Cambridge, often in partnership with the City or with other organizations.

We work in the public trust to bring a human dimension to development, improving the quality of life for residents, businesses, employees, and visitors. Our goal is to balance economic vibrancy, housing, and open space, to create sustainable communities through new and revitalized development. We are committed to implementing imaginative, creative initiatives to achieve social equity and a balanced economic ecosystem.

Our Work and Our Workplace

Our work requires an understanding of the challenges that cities face and the impact of our interventions on residents and communities. In 2013, the reconstituted CRA developed a new mission with a guiding set of operating principles, and launched a series of new redevelopment activities in Cambridge.

In the last several years, the CRA has led the redevelopment of the Foundry Building, amended the Kendall Square Urban Redevelopment Plan (KSURP), initiated the Forward Fund nonprofit grant program, completed multiple park and streetscape improvement projects, and purchased and renovated the nonprofit office building at 99 Bishop Allen Drive

At this time, the CRA is engaging in a new strategic planning effort with the goal of enhancing its internal capacity and expanding its community investments. The activities of the CRA currently include facilitating commercial and residential development; designing open space and circulations improvements; redeveloping nonprofit social service and office spaces; creating facilities that support the arts, entrepreneurship and workforce development; grantmaking to support community organizations; developing new affordable home ownership units; and planning transit investment.

The Director of Projects and Planning

The Director of Projects and Planning will play a vital role, as a member of the leadership team responsible for the implementation of the CRA’s strategic plan. The Director will supervise the project management and planning staff, and will directly lead some community development initiatives. The Director of Programs and Planning is involved in the CRA’s work across diverse real estate projects and community programs, at all phases of development.

Key responsibilities will include:

- Collaborate with the Executive Director and Director of Finance and Operations to define and advance the CRA’s strategic direction (within the direction established by the CRA Board) and support implementation of internal policies as necessary.

- Supervise three to five staff positions, both project managers and planners, who are directly advancing projects under the CRA mission.
- Manage contracts with a wide variety of vendors charged with supporting project implementation and providing technical expertise to planning efforts; monitor contractor progress and compliance.
- Provide written reports and presentations to the CRA Board to advise them on redevelopment investment decisions and strategic initiatives. Support staff with Board reports and professional correspondence.
- Facilitate the program staff's professional development and collective implementation of the CRA's Diversity, Equity, and Inclusion Plan.
- Staff the CRA's Strategic Advisory Group (SAG), which convenes a representative group of Cambridge community members to advise on key questions and to help inform the selection and implementation of CRA projects.
- Provide direct leadership on selected real estate projects and other CRA programs as needed.
- Develop partnerships with agencies, organizations, and the community to advance and inform CRA initiatives.

We seek a motivated leader with many of the following skills and qualifications:

- At least three years of direct management experience, including supervision of staff and providing program direction to staff and consultants.
- At least five years of professional experience in community development, real estate development, or urban planning, preferably in a nonprofit, governmental or mission-driven for profit setting.
- Demonstrated success in fostering organizational development and growth.
- Experience leading community engagement and relationship building with a wide range of community stakeholders.
- Demonstrated experience integrating Diversity, Equity and Inclusion (DEI) into the workplace and in public facing programs.
- Understanding of contracting and procurement procedures for professional services and/or construction.
- Strong oral and written communicator with a proven ability to produce polished written materials and to edit materials produced by staff or consultants as needed.
- Passion for equity in community development programs and urban planning.
- Strong workplace and leadership skills including self-initiative, high degree of organization, plus the ability to motivate others, collaborate, and manage multiple projects or programs, each with varying needs.
- A degree in urban planning, public policy, real estate, or a related field, or additional work experience that has resulted in comparable knowledge.

The Director's work is done primarily indoors in a professional office setting in Kendall Square, as well as outdoors at local project and meeting sites, with options for limited remote work. Full vaccination is required. This role requires attendance at some evening community meetings and the monthly CRA Board Meeting. It is a full-time position with a 37.5-hour work-week.

COMPENSATION: Salary range is \$120,000 to \$135,000 with final compensation dependent on skills and experience. Our benefit package includes health insurance, dental insurance, paid time off, transit subsidy, cell phone service subsidy, and membership in the City of Cambridge Retirement System.

IF THIS SOUNDS LIKE YOU, APPLY! This is a rolling process until the position is filled. Please submit your resume and cover letter as one pdf document to: <http://annsilverman.com/CRAdirector>.

All questions about the position should be directed to jobs@annsilverman.com. No phone calls or letters please.

For further information about the CRA, its Strategic Plan, and ongoing projects, see: www.cambridgeredevelopment.org.

The CRA is an Equal Opportunity/Affirmative Action employer and values diversity of experience, opinion, and approach. We believe that diversity, equity, and inclusion make us stronger as individuals, as an organization, and as a society. The CRA provides a flexible, supportive, and family-friendly work environment.