



COMMUNITY PLACEMAKING MANAGER

HOUSING ASSISTANCE COUNCIL

The Housing Assistance Council (HAC) is a national nonprofit that strengthens communities across rural America through investment and assistance with affordable housing and community and economic development. We deliver technical assistance, training and affordable loans to local organizations, and shape federal policy and the affordable housing industry with research, information, and policy development. At HAC, we celebrate the rich diversity of rural America and proudly maintain a diverse staff and Board of Directors. We are an equal opportunity workplace whose decades of success come from being open, inclusive, and connected to each other. HAC's hiring and employment practices treat everyone fairly and equally regardless of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. Black, Indigenous and people of color are strongly encouraged to apply.

POSITION DESCRIPTION

The Community Placemaking Manager helps rural citizens use their unique artistic and cultural resources to guide local development and shape the future design of their communities. HAC seeks a self-starter that is capable of envisioning innovative high impact solutions and interventions. The Placemaking Program Manager will cultivate the capacity of partner organizations and local communities, facilitate peer-to-peer learning engagements, manage the day-to-day program functions and activities to ensure projects are tracking according to plans, communicate program success, prepare grant and funding applications, and manage comprehensive project workplans. To succeed, the candidate must be creative and have strong skills in communication, planning, project management, budgeting, and the ability to work with a wide variety of public and private stakeholders. The ideal candidate will be enthusiastic about arts, culture, design, and community development with a desire to support rural communities in planning for their future (i.e., from planning and transforming underused public space, to designing quality affordable housing, to integrating cultural identity into the built environment and more).

The position comes with a competitive salary, generous benefits, and the opportunity to work in a fun and mission-focused environment.

PRIMARY RESPONSIBILITIES

Primary responsibilities for this role include (but are not limited to):

- managing the [Citizens' Institute on Rural Design \(CIRD\)](#) in partnership with the National Endowment for the Arts (NEA) and To Be Done Studio (TBD);

- managing HAC's Rural Placemaking Innovation Challenge (RPIC) Initiative from the US Department of Agriculture (USDA);
- developing additional programming that builds the design and community development capacity of small towns to realize culturally appropriate, vibrant, and sustainable communities;
- facilitating regular (virtual and in person) meetings with Program team members, including design partner and Agency staff;
- managing Learning Cohorts of local practitioners interested in community design and development;
- managing and facilitating monthly trainings, office hours, and virtual workshops;
- creating and managing Local Design Workshops for CIRD in coordination with partners and other stakeholder organizations;
- overseeing maintenance and update of the rural-design.org website, monthly or quarterly newsletters (including publishing in the blog), and social media presence;
- developing and facilitating scopes of work with external stakeholders to include CIRD design team members, workshop communities, and resource team members;
- conceptualizing and fundraising to support creative placemaking, design, and other closely related community development efforts;
- communicating regularly with HAC leadership, policy, and outreach colleagues;
- providing management and oversight to project coordinator, liaison and/or other program staff;
- creating budgets and providing contract management; and
- educating local partners on the community development process, community engagement, and establishing partnerships.

QUALIFICATIONS

Certain education, knowledge, skills, and abilities for this position is required. Other abilities and experience are preferred.

Required

- Highly organized and able to manage projects independently.
- Strong writing and speaking skills, including experience with group facilitation.
- Ability to pull diverse partners together for an inclusive approach to achieve a plan for sustainable communities.
- Keen attention to detail, managing budgets and professional communications with diverse stakeholders.
- Background in placemaking, community planning, design, architecture, landscape architecture, cultural strategies, rural development, or a related field.
- A desire to pursue contemporary concepts, placemaking best practices, and innovative strategies and techniques.
- Commitment to social justice and interest in rural people and places.
- A positive attitude and professional, working well under pressure, treating others with respect and consideration regardless of their status or position, accepting ownership of assignments and taking accountability for one's own actions.

Preferred

- Bachelors or graduate degree with a minimum of five years of professional experience in community development, architecture, landscape architecture, planning, creative placemaking, or related field.
- Experience collaborating with local officials, government offices, building owners, developers, businesses, and residents.
- Experience in tracking and communicating program success and impact.
- Experience working in rural communities and with underserved populations.
- Eye for good design and the ability to convey its importance to others.

COMPENSATION

HAC offers a competitive compensation package with excellent benefits and growth opportunities. Our generous benefit package includes health insurance; life and other insurance; and a retirement plan with an employer match.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position operates in a professional office environment. Travel is required. The physical demands described in this section are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- This role routinely uses standard office equipment such as computers, phones, photocopiers, printers, filing cabinets, and fax machines.
- This role routinely uses the English language to engage with internal and external stakeholders by phone, email, and in person. Employee is expected to be able to accurately exchange information with these stakeholders.
- The employee must be able to lift, up to, 15 pounds at times.

TO APPLY

Please email a resume and brief cover letter to jobs@ruralhome.org with "Community Placemaking Manager" in the subject line. Applications will be reviewed upon receipt, with interviews starting immediately. Submissions received without cover letters with the required salary information will not be considered.

Position Title	Community Placemaking Manager
Reports to	Director of Training and TA (Capacity Building)
Business Unit	Capacity Building
Location	Varies
FLSA Status	Exempt
Employment Status	Full-Time
Supervisory Responsibility	Program Liaison and/or Specialist
Telecommuter Status	Position is eligible for telecommuting.