



Position Opening: Project Manager

The Participatory Budgeting Project (PBP) is seeking a highly motivated individual to manage our technical assistance projects in the Eastern US and Canada. The Project Manager will assist and build the capacity of local governments and organizations to develop flagship models of participatory budgeting in North America. The position reports to the Deputy Director and is based in our Brooklyn, NY office, with frequent regional travel.

About the Participatory Budgeting Project

The Participatory Budgeting Project (PBP) is a non-profit organization that empowers people across the US and Canada to decide together how to spend public money. We create and support participatory budgeting (PB) processes that deepen democracy, build stronger communities, and make public budgets more equitable and effective. Through our work with partners in over 10 cities, we have engaged 100,000 people in deciding how to spend \$98 million.

Responsibilities

- Launch, develop, and support PB processes in the Eastern US and Canada. In collaboration with partner institutions and organizations, institutionalize high quality civic participation and build flagship models of PB.
- Introduce PB to new, strategic locations and pots of funding, by supporting local advocacy campaigns in the Eastern US and Canada.
- Manage communication and interactions with diverse clients and partners, providing guidance and troubleshooting problems.
- Deliver trainings and presentations for community members, organizations, and government employees.
- Develop and revise materials, including facilitation guides, educational materials, and project management tools.
- Hire, support, and supervise several project staff and contract workers.
- Be responsible for project planning, finances, budgets, contracts, and administration.
- Ensure compliance with applicable contract and grant requirements, and with PBP policies and procedures.
- Contribute content to blog posts, websites, newsletters, presentations, reports, and other communications.
- Respond to and build relationships with local volunteers, supporters, and funders, and work with PBP development staff to secure funding for local projects and help meet the organization's fundraising goals.
- Support other projects and programs within the organization as necessary.



Desired Experience, Skills, and Strengths

- At least three years of demonstrated experience performing related work, with progressively increasing responsibilities.
- Excellent project management skills, including the ability to organize, prioritize, and effectively delegate large volumes of work.
- Excellent facilitation and training skills.
- Excellent analytical, interpersonal, and communication skills, both verbally and written.
- Excellent judgment, decision-making skills, and creativity; ability to exercise discretion.
- Ability to work independently and collaboratively with a team; demonstrated ability to work on challenging, dynamic, and multifaceted projects.
- Strong computer skills, including demonstrated proficiency with Google apps and Microsoft Office.
- Proficiency in English and an additional language.
- Experience working with local governments, community organizations, and volunteers.
- Demonstrated commitment to social justice and democracy.
- Experience with participatory budgeting and other kinds of civic participation.
- Flexibility to adapt as our organization and work changes rapidly.

Educational requirements:

We understand that there are a wide variety of paths towards the skills necessary for the position. As such, there are no formal educational requirements, as long as the applicant can demonstrate mastery of the desired skills. We do, however, value experience gained through educational programs, including credits completed in related subjects.

Compensation

Competitive salary commensurate with experience. Strong benefits include full health insurance, 4 weeks paid vacation, and a commitment to staff development and a healthy work environment.

How to Apply

Please email applications to info@participatorybudgeting.org by March 6, 2015, with Operations Manager in the subject line. Applications should include the following, if possible compiled in a single pdf: 1) cover letter explaining your relevant experience and interest in the position; 2) resume; and 3) list of three professional references with contact information. Expected start date is April 27th.

Applications will be reviewed on a rolling basis. We strongly encourage applications from people of color, women, and LGBTQ individuals. For more information, visit <http://www.participatorybudgeting.org>