

Overview

[The Economy League of Greater Philadelphia](#) is seeking an entrepreneurial, team-oriented professional to manage a new civic impact program focused on identifying and engaging community members in the Philadelphia area with promising ideas for tackling challenges related to millennial health. The program manager will report to the Managing Director and have primary responsibility for managing all civic impact program activities. This is a contract position, currently funded for 12 months. In 2020, Economy League leadership will work to secure dedicated funding that will enable this role to become a full-time, salaried position.

About the Economy League

The Economy League of Greater Philadelphia is an independent, nonpartisan, nonprofit driving cross-sector alignment around initiatives that spur inclusive economic growth and improve the quality of life for all in Greater Philadelphia. As the region's premier think-and-do tank, the Economy League constantly strives to surface leading-edge challenges and opportunities in Greater Philadelphia, identify cutting-edge solutions from around the world, and foster collaboration to drive change.

About the Program

In partnership with Independence Blue Cross, the Economy League will run a purpose-driven community engagement program focused on identifying and supporting community-led solutions millennial health challenges in Philadelphia.

This program will leverage the proven model for community engagement and civic action that the Economy League developed in partnership with millennial-focused online news site Billy Penn through the [Full City Challenge](#) in early 2019. Adapting approaches from the private sector incubator/accelerator startup space, the Full City Challenge platform engages community members, business and civic leaders, area companies, nonprofit organizations, and public-sector partners to identify and support innovative collaborations that draw upon regional strengths to address civic challenges. This model for purpose-driven community engagement is organized around a call for ideas and a structured process that identifies civic innovators from the community and pairs them with expertise, connections, and other resources necessary to refine and advance their solutions.

Program Manager Responsibilities

- Recruit partners and collaborators from across sectors to participate in the civic impact challenge;
- Plan and manage meetings of the program advisory board, program committees, advisor workshops, and other meetings;
- Manage correspondence with members of program advisory board and committees, volunteer advisors and judges, program participants, and other stakeholders involved in the program;
- Develop programming for and manage delivery of multiple "rapid incubator workshops" where program participants refine their concepts with support from volunteer advisors;
- Plan and manage public events, including informational sessions, pitch events, and community showcase events
- Develop and manage programming for an "impact accelerator" focused on helping participants execute pilot projects, build out full business plans that maximize impact and articulate paths to operational sustainability, and prepare teams to pitch funders for seed investment to scale their concepts;
- Manage program marketing and communications.

Candidate Qualifications

- Entrepreneurial spirit; passion for problem-solving in an unstructured environment;



- Demonstrated project/program management experience, particularly of complex, multi-stakeholder initiatives;
- Event planning and management experience;
- Demonstrated experience working with early-stage social impact ventures and community entrepreneurs;
- Understanding of business planning and operations;
- Strong communications skills; capacity to simultaneously manage multiple threads of correspondence with various types of stakeholders;
- Demonstrated experience working with corporate, non-profit, and community leaders;
- Excellent communications skills, including writing, public speaking, and social media

Job Type

The program manager is a contract position, currently funded for 12 months. Compensation is commensurate with experience.

To Apply

Please send a resume and cover letter to jobs@economyleague.org by 5:00 pm on Dec 13, 2019. No phone calls, please.