



NEW CITY PARKS

Senior Position; Program and Project Director at New City Parks

Regional Plan Association
New York, NY

New City Parks (NCP), housed at Regional Plan Association (RPA), is an initiative created to address the lack of thriving urban parks in neighborhoods of need, particularly low-income communities and communities of color. NCP is seeking a dynamic individual with a background in landscape architecture and participatory design for the position of Senior Program and Project Director (Project Director). The Project Director will manage and coordinate the work of on-going park design projects in up to five cities located in the Northeast, assist in NCP expansion to additional cities, oversee scheduling and budgeting, manage professional consultant teams, and be an advisor on all programmatic issues. This is a full-time position and will include travel. The Project Director will work collaboratively with NCP advisors and with staff of RPA as well as the NCP Design Advisory Committee. The position will report directly to Rose Harvey, Senior Fellow of RPA and founder of NCP, formerly Commissioner of New York State Parks and previously National Director of Urban Programs for the Trust for Public Land, who leads New City Parks.

RESPONSIBILITIES INCLUDE

- Attend in-person meetings in each project city and serve as the NCP liaison with professional design and engineering consultants, stakeholders, and any city staff assigned to assist in design, engineering and development as well as others involved in the projects undertaken.
- Oversee the work of each park design team designated to work in a city. Responsibilities may include detailed review and approval of deliverables, determining and managing schedules and timelines for the park team, and overseeing budgets for professional fees and out of pocket expenses for each park team.
- Work closely with the Senior Fellow to interview, select and hire new consultants.



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- Manage consultant teams for each park project, including reviewing requests for payment.
- Create a six-month look ahead for all park projects and update this each month. The Project Director will be responsible for managing timely communication and deliverables to and from consultant teams.
- Manage team and partner communications, including running meetings with project partners, professional consultants, city representatives and stakeholders. Develop agendas for and attend monthly meetings at the RPA office with RPA and NCP staff. Provide weekly updates on park project progress to the entire team via web meeting/conference call and/or summary report.
- Advise the Senior Fellow on and participate in all new and existing city mayoral meetings, partner development, fundraising efforts and marketing initiatives.
- Manage NCP budgets, consultant contracts and billing and internal reporting responsibilities, providing RPA's financial department with timely contracts and invoices and reviewing monthly financial reporting prepared by RPA with the NCP team.

QUALIFICATIONS

Four to eight years' experience in site design and/or site construction of parks and project management; financial acumen; commitment to mission; self-starter; comfortable in start-up atmosphere; BLA or MLA degree required and a professional license is preferred; strong written and oral communication skills.

Salary is commensurate with experience, but will not exceed \$80,000.

ABOUT RPA

RPA is based in New York City, with offices in Newark, NJ, Princeton, NJ, and Stamford, CT. The organization encourages a challenging, collaborative, and fun work environment. We



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believe in work-life balance and value diversity and equity. Employment and promotional opportunities are equal opportunity without regard to

race, color, gender, age, sexual orientation, disability, or any other protected class as established by law.

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New City Parks (NCP), housed at Regional Plan Association (RPA), is an initiative created to address the lack of thriving urban parks in neighborhoods of need,

particularly low-income communities, and communities of color. NCP focuses on putting parks on the ground in Northeastern cities. The first tranche of cities includes Buffalo, NY; Jersey City, NJ; Passaic, NJ; and Poughkeepsie, NY. NCP develops committed and close working relationships with city mayors and senior staff, as well as with partner organizations in communities. NCP helps build strategic capacity to implement park build-outs, while also facilitating community involvement in design, stewardship, and programming. Rose Harvey, who founded NCP, is the former Commissioner of NYS Parks and previously National Director of Urban Programs for the Trust for Public Land.

Please submit a resume, cover letter and brief portfolio (PDF 10MB max) to stacksarah@aol.com no later than April 30, 2021.