



## Position Available Full Time

- TITLE:** Associate Program Officer for Nonprofit Investment
- COMPANY:** The Upper Manhattan Empowerment Zone Development Corporation (“UMEZ”)  
*www.umez.org*
- LOCATION:** 290 Lenox Avenue, Third Floor, New York, NY 10027
- REPORTING RELATIONSHIP:** The Associate Program Officer will report to the Senior Vice President for Programs and Nonprofit Investment.
- COMPANY BACKGROUND:** UMEZ is a private, not-for-profit corporation with a total of \$250 million available for investment. Our mission is to revitalize Upper Manhattan's economy through business, institutional and workforce development investments. The communities we target for investment activity include Harlem, Washington Heights and Inwood. We are the first economic development effort of this magnitude to impact Upper Manhattan. UMEZ's Board of Directors includes local and city wide leaders and is chaired by Mario Baeza.
- COMPANY PHILOSOPHY:** We are in an intense organizational building phase. We need enthusiastic, mission-driven individuals who share our corporate philosophy: to challenge old thinking, pursue innovation and dare to take risks, while creating a unique and fun place to work.
- RESPONSIBILITIES:**
- Research for the development of programs which contribute to and support the economic and physical development of the UMEZ;
  - Review and evaluate proposals, including financial statements;
  - Prepare written assessments;
  - Conduct due diligence investigations;
  - Develop benchmark evaluations;
  - Negotiate and develop terms of grant agreements.
- BACKGROUND AND EXPERIENCE:**
- Three to five years prior experience in nonprofit arts management, economic/community development, grant making, or similar experience;
  - Demonstrated program development and analytical skills;
  - Strong financial analysis skills;
  - Strong interpersonal and communication skills (oral and written);
  - Undergraduate degree required; graduate degree preferred;
  - Community residence and/or familiarity with Upper Manhattan community desired.
- PERSONAL CHARACTERISTICS:** The ideal candidate is:
- An energetic and resourceful person who will be able to reconfigure traditional programmatic strategies and solutions to community development;
  - A self starter;
  - A team player;
  - A strategic thinker;
  - A creative problem solver.
- SALARY:** Negotiable depending on experience.
- TO APPLY** Please submit credentials to Ms. Aminah Yoba via e-mail ([ayoba@umez.org](mailto:ayoba@umez.org)), fax (212.410.9616) or U.S. mail (290 Lenox Avenue, New York, NY 10027). Please, no phone inquiries.