

OPEN POSITION: PROGRAM MANAGER – ANCHOR PROGRAMS

Title	Program Manager, Anchor Programs (Buy Local and Hire Local)
Reports To	Vice President
Supervises	None at this time; however supervision of future position is possible
Summary	<p>Seeking a dedicated Program Manager to oversee Buy Local and Hire Local programs in order to:</p> <ol style="list-style-type: none"> 1. Grow anchor spend with local, minority and women owned businesses; 2. Increase the number of residents employed with anchor partners; and 3. Support and strengthen relationships between anchor institutions and local, minority and women owned businesses.
Experience and Education	<ul style="list-style-type: none"> • Previous work experience in community and economic development • B.A./B.S • 5 years related job experience
Salary	\$65,000-\$90,000; depending on education and experience

Background

The Memphis Medical District Collaborative (MMDC) seeks a qualified Program Manager to join our growing team. Established in early 2016, MMDC is a not-for-profit, community development organization committed to strengthening the communities between and around the eight major anchor institutions in the Memphis Medical District. MMDC seeks applicants who have a proven record of working in community and economic development.

The Memphis Medical District is home to eight medical and educational anchor institutions and more than 9,500 residents. Together, the institutions have more than 25,000 employees and students, a collective operating budget of \$2.7 Billion, are in the midst of more than \$3 Billion in planned or current capital expansions, and control more than 250 acres of real estate. The institutions, along with local and national philanthropy support the work of MMDC to revitalize the Memphis Medical District and create a vibrant link between Downtown and Midtown Memphis.

Program Manager Responsibilities

MMDC's anchor institution strategy aims to unlock the economic potential of the anchor institutions through a "Live, Buy, Hire" strategy focused on increasing employees living in the Medical District, enhancing opportunities for local, minority and women owned businesses to sell goods and services, and developing a talented and diverse local workforce who can seek employment with MMDC's anchor partners.

The Program Manager will lead MMDC's Buy Local and Hire Local initiatives – managing key relationships with anchor partners in both procurement and human resources, as well as managing relationships with local workforce and supply partners.

The Program Manager will drive the following outcomes:

Buy Local –

- Develop and advance anchor procurement strategies – including cultivation of anchor and supplier relationships, as well as annually reviewing data and overall program strategy.
- Increase spending by anchor institutions with local, minority, and women-owned businesses;
- Strengthen commitment and buy-in from anchor leadership to develop, refine, and implement procurement program.
- Increase and deepen relationships with supply-side partners in order to attract more businesses into supplier pipeline.
- Coordinate collective and individual activities and programming to increase local purchasing opportunities such as procurement matchmaking sessions, workshops, best practices sharing sessions, and vendor fairs.
- Maintain an understanding of current implementation challenges at anchor institutions and leading collaborative development of comprehensive solutions to address them.

Hire Local –

- Develop and advance resident hiring program – including cultivation of anchor and workforce partner relationships.
- Grow pipeline of candidates in Hire Local 901 database.
- Increase number of available positions within anchor institutions.
- Lead partnerships with workforce providers in order to train and recruit District residents.
- Accelerate and advance candidate placements at anchor institutions.
- Maintain an understanding of current implementation challenges at anchor institutions and leading collaborative development of comprehensive solutions to address them.

Candidate Qualifications

The ideal candidate will be an urbanist with a deep understanding of community and economic development strategies. They will be committed to the regeneration of urban neighborhoods and to working closely with our network of medical and educational anchor institutions, advisers, local businesses and community leaders. The candidate must be an energetic, self-starter, who is well organized, and capable of functioning in a very independent situation.

Additionally, the candidate must have:

- Previous work experience in economic development, business development, workforce development and/or experience or familiarity with university, hospital, or corporate supply chains.
- Interest in leveraging corporate demand to build wealth in low-income communities.
- Excellent oral communication and interpersonal skills. Previous experience facilitating large groups or managing discrete partners is a plus.
- Fluency with Microsoft Word, Excel, and PowerPoint.
- A master's degree in a related field with a minimum of three years' professional experience OR a Bachelor's degree with a minimum of five years' work experience.

More, we are seeking a candidate with the following attributes:

- Has a positive, open, creative and flexible attitude;
- Is comfortable managing several different types of projects simultaneously;
- Collaborates and openly shares information with team and stakeholders;
- Analyzes data, national trends, and research; and
- Wants to grow with a group of people working to make Memphis a more vibrant place.
- Passion for social, economic and/or civic issues.
- Experience with place-based initiatives (i.e. CDC; medical district; innovation district; neighborhood redevelopment).

Compensation

MMDC offers a highly competitive compensation package that includes salary and generous benefits. Relocation support available for the right candidate.

Submittal

If you are interested in applying, please submit your resume and cover letter to info@mdcollaborative.org. In your cover letter, let us know why you are interested in this type of work and specifically what your experiences have taught you about anchor strategies leveraged for community and economic benefit.

NO PHONE CALLS. For more information: www.mdcollaborative.org.