



**The Industrial Commons  
Land for the Commons  
Program Manager**

**Suggested Start Date:** March 2023, open until filled

**Overview:**

The Industrial Commons, a nonprofit in rural North Carolina creating an ecosystem focused on rooting local wealth and ownership, is seeking a Program Manager for our Land for the Commons activities. Land for the Commons is a program that secures and develops land and property providing creative, collective spaces for scaling social enterprises and ownership opportunities for working class families. We do this to ensure wealth and resources created in our community are deeply rooted in it for the long term. Currently, we are working on two projects in Downtown Morganton, NC: the development of our Innovation Campus and a Housing Cooperative.

This is a full-time, on-site salaried position that will work with the Director of Land for the Commons to carry out the work of two ongoing projects. The first is the Innovation Campus, a 27.87 acre brownfield site that seeks to transform a neglected, former furniture factory site into a location that spurs business development and job creation. Our vision for the first phase of the development will include approximately 10 acres of land remediation, and a manufacturing space that will include skilled training and business incubation space. This project is already underway, with a total project budget of approximately \$30 million. This significant capital investment includes funding from local, state and federal grants, as well as private philanthropic sources. Our contracted design team, led by Mithun, is currently working through the Schematic Design phase of this project, with a goal to break ground next year.

Our second project is the development of a 10-acre parcel, earmarked for housing. Central to the mission of The Industrial Commons is to create opportunities for workers to build long term wealth for themselves. Housing is an important pathway to build stability and wealth in communities. We plan to utilize a unique ownership structure, combining a Limited Equity Cooperative and Land Trust model to ensure long term affordability and modest wealth generation for our community members.

The Industrial Commons provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without

regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

### **Examples of Responsibilities and Duties:**

#### **Project Management and Administration**

- Coordinate meetings with the consultant design team, including appropriate TIC staff
- Prepare documentation and background materials as needed for Design Team
- Coordinate communication with local, state, and federal contacts as required
- Update regular communications tools for with internal and external stakeholders, including our website and presentation materials

#### **Budgeting and Financial Management**

- Assist the Director of Development as needed with grant preparation
- Report and document as required for grant requirements
- Research funding and investment opportunities
- Track spending and contracts with design team and other consultants
- Participate in meetings with potential funders, who may represent philanthropic and government agencies

#### **Community Engagement**

- Coordinate and lead community engagement events to inform the community and stakeholders on progress and milestones of projects
- Record and Document progress of project, as well as input from community partners and stakeholders
- Coordinate planning and documentation of Steering Committee meetings

#### **Organizational Development**

- Set quarterly goals with Director and attend check-ins
- Review current resources and participate in the development of new resources and tools
- Participate in quarterly trainings/workshops, monthly and weekly staff meetings
- Build and maintain relationships with partners and funders
- Represent the organization at public events and in meetings with current or potential funders
- Speak about and promote the organization, its vision and values in the community and with current or potential partner organizations
- Attend The Industrial Commons events, trainings, and ecosystem staff meetings

#### **Other Duties as assigned.**

#### **Skills and Experience Required:**

- Minimum 3-5 years of relevant professional experience required including advanced education, and/or direct work experience. Relevant fields include, but are not limited to: construction, engineering, project management, planning, architecture, community development, real estate.

- Interest in green building, community development, planning, affordable and cooperative housing models, and creative real estate development
- Strong organizational and project management skills, ability to track and manage multiple projects simultaneously
- Strong written and oral communication skills. Able to communicate effectively through a range of channels and in a way that others can understand.
- Strong strategic thinking, problem solving, organizational, and customer service skills.
- Strong computer skills including: Excel and Google Suites
- Ability to lift and move boxes up to 50 pounds
- Ability to sit for long periods of time and move about an office setting.
- Ability to work both independently and with a team

### **Compensation & Benefits:**

- \$50,000 to \$55,000 annually, depending on experience
- Mileage will be reimbursed at the current federal rate; use of rental car will be encouraged if more cost efficient
- Position will start with a 90-day probationary period
- Cell phone reimbursement (\$80)
- 144 hrs of PTO upfront at the beginning of each year
- 8 Paid Holidays and 3 additional Optional Holidays
- TIC will support upgrades to resources and tools needed to carry out the work including paid education assistance and professional development.
- Paid 30 min lunch break and two 15 minute paid breaks
- Health Insurance-80% covered by organization
- Free Dental and Eye Insurance
- 36 paid hours per year to serve on a board
- 3 paid days of Jury Duty
- 30 days of paid Maternity or Paternity leave
- WorkFlex program - allows employees to work from home 8 hours a week and have flexible schedules if requirements for participation in the program are met.
- \$250 annual Technology Stipend
- Bereavement Pay
- PTO Donation Pool
- 3% cost of living raise each year

**Application Deadline:** February 26, 2024

If interested, please send a copy of your resume and a cover letter to [HR@theindustrialcommons.org](mailto:HR@theindustrialcommons.org). Please include 3 references from your professional contacts.