



301-305 N. 9th Street, Philadelphia, PA 19107
215/922-2156 www.chinatown-pcdc.org

Manager, Project and Business Development – Crane Chinatown (1001 Vine Street) **JOB DESCRIPTION**

PHILADELPHIA CHINATOWN DEVELOPMENT CORPORATION

PCDC was established in 1966 as a nonprofit, grassroots, community-based organization. Its mission is to preserve, protect, and promote Chinatown as a viable ethnic, residential, and business community. Programs focus on providing affordable housing and related services to all members of the community, neighborhood planning and advocacy, economic and industrial redevelopment, youth and family support services.

CRANE –CHINATOWN COMMUNITY CENTER

Crane Chinatown is a new development under construction and sponsored by PCDC along the northern region of Chinatown. Visible from the neighborhoods that surround it, it is a symbol of the trajectory of this hard-working and proud community. Crane is a multi-use development with residences, retail and office space, and a community center.

JOB DESCRIPTION

The Project Manager should be a highly responsible professional with the demonstrated ability to spearhead the business plan development and launch the operations of Crane Chinatown Community Center. The Project Manager is responsible for launching the Crane Chinatown Community Center. He/She is responsible for coordinating activities and supporting the PCDC Executive Director so that the project teams carry out their tasks to keep the project on schedule for opening in September 2019. The remaining tasks may include: FF&E, building amenities, and operational decisions; and leasing activities.

This position offers an individual with experience and knowledge in establishing and operating businesses in related areas, such as real estate, fundraising, and community engagement an opportunity to build upon his skills to work in a flexible and challenging environment.

Consistent with PCDC values in diversity, equity, and inclusion, the team seeks to build a vibrant organization where all individuals, regardless of background, can feel valued and contribute fully to the mission. In accordance, PCDC does not discriminate on the basis of race, color, religious creed, national origin, ancestry, sex, sexual orientation, age, genetic information, military service, or disability.

PRIMARY DUTIES AND RESPONSIBILITIES

Primary Functions

- Finalize the business plan for the Chinatown Community Center and operationalize it
- Develop Community Center program lineup
- Develop revenue and expense projection



- Develop funding streams for the Community Center
- Develop marketing and fundraising materials
- Develop and implement marketing strategies
- Develop Event Management business line
- Coordinate activities for design of building amenities, leasing office, lobbies, and signage
- Other duties as assigned

General Conduct:

- Displays an attitude that reflects the organization's mission
- Displays a positive approach toward staff and community members
- Values diversity and actively contributes to a respectful and inclusive work environment
- Works together in the spirit of "Team Work"
- Works well independently
- Has excellent communication and interpersonal skills
- Conducts themselves in a professional manner
- Values a work environment that is well organized and maintained

Education and Experience Requirements:

- Bachelor's Degree or higher in finance or economics or relevant field
- Demonstrated leadership and project coordination skills

Preferred Experience:

- Bilingual in Chinese and English
- Experience in fundraising and community engagement
- Knowledge in business management and operations, financial analysis, marketing and marketing research

Send cover letter and resume to **PCDC, Attn: John Chin, 301 North 9th Street, Philadelphia, PA 19107** or email to ryang@chinatown-pcdc.org.