

## **Job Opportunity: Program Manager or Guaranteed Income Pilot for the City of Newark**

### **Overview:**

The City of Newark has undergone an unprecedented renaissance with a growing entrepreneurial community, a thriving arts scene, and world-class transportation; however, its residents still walk a financial tightrope. COVID-19 has underscored longstanding inequities like financial insecurity, chronic unemployment, and systemic racism. To address these inequities, Mayor Ras Baraka has been leading a series of equitable growth strategies and policies in Newark since he took office in 2014.

In March 2019, Mayor Baraka created a Guaranteed Income Task Force to explore how a guaranteed income could address wealth inequity in Newark. Guaranteed income is defined as regular unrestricted infusions of cash. The Task Force released a report in June 2020, titled ***Building Financial Security: Newark's Roadmap Toward a Guaranteed Income.***

As Mayor Ras Baraka stated in an op ed published in April 2020: "A guaranteed income's implicit recognition that poor and working-class families, like all families, should be able to lead self-directed lives, provides an essential recalibration of where our society should plant our goalposts by anchoring them in the values of dignity and deservingness...By acting together, we can turn this moment of collective uncertainty into a movement that leads to an America where we trust our people by putting more money into their hands not just because there is a crisis, but because it is the right thing to do."

The Program Manager for a guaranteed income pilot for the City of Newark, a newly created position, will work closely with the Office of the Mayor to establish and implement a groundbreaking public program and promote a strong organizational structure for this work. The position calls for a professional leader with an innovative spirit. The outcomes of Newark's pilot will have both local and national implications, as the program will help inform city, state, and federal policy and spending.

### **Position Description:**

The City of Newark seeks a highly skilled, motivated, and organized individual to serve as the Program Manager for the city's guaranteed income pilot, which has already garnered national attention. Reporting directly to the Mayor's Office, the Program Manager will manage the overall strategy for the pilot and work directly with the Mayor's Office and key stakeholders, such as the Guaranteed Income Task Force, national and local funders, researchers, and community members. Overall, this individual will be responsible for the administration and success of the first mayor-led guaranteed income pilot in the State of New Jersey.

### **Position Responsibilities Will Include:**

- Work closely with the Mayor, the Newark Philanthropic Liaison, the Guaranteed Income Task Force, the Jain Family Institute, Mayors for a Guaranteed Income, the Newark community, civic leaders, and other key stakeholders to guide the strategic direction of the city's guaranteed income pilot
- Work with national experts and researchers to coordinate activities and ensure efficient and effective execution of the pilot and its key priorities
- Lead the design process by coordinating with communities and working closely with partners to administer participant selection and determine programmatic details
- Identify new opportunities to bring in partners and improve the outcomes of the pilot

- Develop grant proposals in coordination with the Philanthropic Liaison to secure additional funding and manage strategies and activities for donor cultivation and relations
- Prioritize community relations and engagement by updating local partners and responding to community feedback and interest; produce memos, reports and other informational materials as needed
- Ensure ongoing programmatic excellence and program evaluation; recommend timelines and resources needed to achieve targeted goals
- Coordinate, vet and support media requests in conjunction with the Department of Communications' team
- Manage the day-to-day operations of the pilot
- Identify and coordinate on-the-ground program administration
- Serve as the primary point of contact for pilot recipients, addressing any questions or concerns, and ensure that funds are being disbursed in a timely manner
- Manage consultants, staff and volunteers as the work requires

**Requirements & Qualifications:**

- Bachelor's degree required; advanced degree preferred
- Background (6+ years) of professional experience related to poverty, economic policy, or social work
- Track record of starting, building, and/or project managing new initiatives or programs
- Knowledge and expertise using evaluation and community-based research to inform program development and execution
- Demonstrated ability to work across teams and collaborate with diverse stakeholders, including residents and community groups
- Exceptional written and verbal communication skills with ease in public presentation
- Entrepreneurial and innovative approach to planning and management; integrity, mission-driven, and self-directed
- Understanding of the strength of diversity, and the need for solutions to support all regardless of race, ethnicity, religion, gender, sexual orientation, or immigration status
- Ability to communicate to and spend extensive time in Newark for the duration of the pilot

**Salary:** Salary is commensurate with experience

**How to Apply:** E-mail a resume and cover letter to Kevin Callaghan, Newark Philanthropic Liaison, Office of the Mayor at [callaghank@ci.newark.nj.us](mailto:callaghank@ci.newark.nj.us).