

Project Manager

Position Details

Location: Hybrid (Remote work with occasional travel to client sites in Pennsylvania and Delaware)

Position Type: Part-time (25 hours per week)

Reports to: Executive Director

Compensation Rate: \$38 - \$42 per hour

Position Summary

We are seeking the agency's first Project Manager. The ideal candidate is highly organized, thoughtful, assertive, and curious and is motivated to build out the project management systems for our young firm. The candidate will have experience working in affordable housing, community development, or homeless services, ideally having managed funding streams and programming in Pennsylvania and/or Delaware.

This position reports directly to the Executive Director and serves as a central coordinator across multiple consulting projects. The Project Manager will oversee timelines, manage client communication, conduct research and analysis, prepare high-quality deliverables, coordinate meetings, and ensure projects remain on schedule and within scope. The Project Manager must be comfortable drafting grant narratives and working in project budgets, compiling revenue projections, and modeling financial data for housing and community development initiatives.

We are looking for someone who thrives taking a complex issue and breaking it down into its component parts, examining each until a clear picture emerges. And then communicating that picture to a skeptical audience in clear, compelling language that motivates action.

The position is part-time. And we are offering to cover 100% of health insurance premium, as long as 25 hours per week is maintained. We are a small, growing firm. We are open to this position expanding into full-time work in mid-2027, as new projects start.

About Hemlock & Forge

Hemlock & Forge is a benefit corporation focused on addressing homelessness and housing justice in Pennsylvania and Delaware. We are a housing and community development agency that facilitates community change efforts to accelerate the development of supportive and affordable housing, while deepening the capacity of local agencies to lead.

Our clients are philanthropy, local government, nonprofit developers, and service providers. We are at our best when we are acting as a translator and broker between the public, private, and nonprofit sectors.

There are four domains of our work:

- **Community Housing:** Accelerate the development of supportive housing and affordable housing to address homelessness and housing justice in PA and DE.
- **Community Coalition:** Develop and deepen partnerships that share governance across philanthropy, government, service providers, and developers.
- **Community Capital:** Implement regional ‘Housing Accelerator Funds’ that bring new, pooled impact capital. Braid public and philanthropic capital and service funding for sustainable housing.
- **Community Capacity:** Align behavioral health, homeless response, and housing systems to provide intensive supportive services to Housing First quality standards and unbreak the systems of care that serve marginalized communities.

We often serve as the backbone agency for coalitions throughout Pennsylvania and Delaware that work to unlock more supportive and affordable housing, especially in distressed neighborhoods and cities. That means on a typical day, we brief a mayor in the morning on why their redevelopment authority isn’t aggressive enough and then facilitate a focus group of people experiencing homelessness in the afternoon.

We’re a small, entrepreneurial firm where every team member has meaningful responsibility and direct interaction with clients. We’re a mighty team of two staff members, looking for a Project Manager who can act as glue between our projects and clients and allow us to increase our impact. The ideal candidate wants to grow with our company and scale into full-time work.

Job Description

Overview: Affordable Housing & Community Development

- Expand your content expertise in housing and community development
- Lead workstreams on consulting projects, based on your strengths and the client’s needs
- Build trusted relationships with clients and partners
- Identify and execute ideas to scale our client’s impact

Breakdown of Responsibilities:

Project Management (40%)

- Manage multiple consulting engagements simultaneously
- Develop and maintain project work plans and timelines
- Coordinate project meetings and document action items
- Track deliverables, milestones, and client requests
- Monitor project budgets and schedules
- Anticipate project risks and propose solutions

Research & Analysis (25%)

- Conduct policy, funding, demographic, and market research
- Analyze qualitative and quantitative information
- Synthesize complex information into actionable recommendations
- Support strategic planning and community engagement efforts

Deliverable Development (25%)

- Prepare reports, presentations, strategic plans, grant applications, and briefing materials
- Create graphics, charts, and data visualizations
- Edit and proofread deliverables for quality and consistency
- Ensure all client products meet Hemlock & Forge standards

Organizational Support (10%)

- Assist with proposal development and business development opportunities
- Improve project management systems and internal processes
- Support organizational operations as needed
- Contribute ideas for improving project success and organizational growth

Qualifications

Required

- 3–7 years of relevant professional experience
- Live in Pennsylvania or Delaware and able to travel to meetings, as needed (Preferred to live in the Greater Philadelphia Metro, home of our two current staff members)
- Experience in the housing and community development field
- Excellent project management abilities
- Strong written and verbal communication skills
- Proficiency in Microsoft Office and Google Workspace
- Experience managing multiple priorities simultaneously
- High level of professionalism and attention to detail
- Ability to work independently in a remote environment

Preferred

Experience with:

- Financial analysis and budgeting
- Data analysis and visualization
- Grant writing
- Facilitation and public speaking for varied audiences
- Experience with or curiosity with GIS or mapping tools

Value Alignment

The ideal candidate will align with The Hemlock Way:

1. Our mission is more important than the logo or the ego
2. We work for equity and justice, building a world without systemic racism, prejudice, and oppression
3. Be the most collaborative person in the room
4. Put your oxygen mask on first. Your wellness matters.

5. Storytelling is our language. We share what we learn.
6. Be in proximity to where the work happens. Walk their streets, learn their names.
7. Housing justice work is hard. Keep learning, keep adapting, keep working, believe without ceasing.

What You'll Work On

Projects may include:

- Facilitation of and project management for a statewide collaborative of philanthropic funders in Pennsylvania
- Managing a cohort of faith-based communities in Delaware interested in developing supportive housing on their properties
- Capital raising and grant writing to support four anchor affordable housing projects in Erie, PA
- Managing a communications campaign to share best practices, legislative priorities, and drive impact investing for philanthropic organizations

Compensation & Benefits

Hemlock & Forge offers:

- Pay rate of \$38 - \$42 per hour. Estimate of 25 hours per week of work.
- 100% coverage of health insurance (including dental and vision) as long as 25 hours per week is maintained
- Flexible remote work environment
- Paid time off
- All federal holidays off
- \$1,500 budget for professional development opportunities (subject to approval)
- Opportunity to shape a growing social impact consulting firm
- Meaningful work that driving local impact
- Open to a W2 employee relationship or a W9 contracting relationship, pending approval

Hemlock & Forge is an equal opportunity employer and makes employment decisions without regard to race, ethnicity, gender, or any other protected characteristics.

To Apply

Please submit application materials to Wyatt Schroeder, Executive Director, at wyatt@hemlockandforge.com.

- Resume
- Cover letter describing your interest in Hemlock & Forge
- One writing sample (report, memo, article, or similar professional work)
- *Optional:* portfolio of presentations or project examples

Applications will be reviewed on a rolling basis until the position is filled.