



Program Manager, Urban Heritage Regeneration Accelerator

About CHiFA

The Cultural Heritage Finance Alliance (CHiFA) is a non-profit organization based in New York City, established in 2019 by experienced professionals in the field of heritage preservation, architecture and design, community development, and communications. Its mission is to promote heritage-led urban and rural regeneration through collaborative and innovative financing solutions. CHiFA aims to build a global marketplace and a supportive ecosystem of expertise and civic interests premised on opportunities for capital investment in historic places.

About the Accelerator Program

The Accelerator program is a new cornerstone initiative designed to connect CHiFA's expertise with innovative heritage-led projects in historic cities around the world. The 270-day intensive program of training, coaching and peer learning is a platform for participants to access tools, knowledge, and networks essential for developing, scaling, and financing impactful regeneration initiatives. The first cohort will be in collaboration with the [Organization of World Heritage Cities](#).

Position Overview

The Program Manager for the Accelerator will serve as the primary communications and logistics coordinator between CHiFA and program participants. This role is ideal for a mid-level professional with strong organizational, communication, and project management skills, passionate about heritage and international development.

Essential Functions & Duties

- **Participant Coordination**
 - Serve as the primary point of contact for Accelerator participants, providing clear and timely communications.
 - Facilitate onboarding of new participants, ensuring they are equipped with program resources and schedules.
- **Program Logistics**
 - Contribute to program design and processes to maintain high-quality delivery.
 - Coordinate program sessions, workshops, and events (both virtual and in-person).
 - Manage program calendars, ensuring all stakeholders are aligned on key dates and deliverables.

- Collaborate with CHiFA's leadership and external experts to prepare agendas, presentations, and supporting materials for program activities.
- Manage timelines, deliverables, and quality standards to ensure successful program implementation.
- **Communications Management**
 - Draft and disseminate program updates and reports to participants and stakeholders.
 - Respond to participant inquiries promptly and professionally.
- **Operational Support**
 - Track participant progress, gathering feedback and metrics to assess program impact and improve delivery.
 - Maintain detailed records of participant activities, budgets, and program documentation.
 - Support financial administration related to the program, including expense tracking and reporting.

Qualifications

- A Bachelor's degree in business administration, communications, historic preservation, urban planning or a related field (advanced degree preferred).
- 5+ years of experience in program or project management, preferably in the non-profit, heritage, or civic sector.
- Experience conceptualizing, planning, implementing, and/or supporting training design and educational opportunities for adult learners with a wide range of abilities.
- Exceptional project management and organizational skills, with the ability to prioritize tasks, manage numerous assignments simultaneously, and meet multiple deadlines effectively.
- Must have strong interpersonal, written, and oral communication skills.
- Proficiency with content management systems and virtual meeting platforms.
- Experience with budget management and reporting is a plus.
- Interest in global development and impact investing is a plus
- Foreign language proficiency (e.g., French, Spanish, Italian) is desirable.

Opportunities and Compensation

- Opportunity to work at the intersection of cultural heritage, urban regeneration, and sustainable development, with international exposure and the opportunity to contribute to impactful global heritage initiatives.
- A collaborative, flexible, and primarily remote work environment.
- This part-time (20 hours per week) contract role for the duration of the Accelerator (one year) requires excellent time management and prioritization skills.
- Salary commensurate with experience, in the range of \$40-50,000 annually.

To apply please address an email to: Cultural Heritage Finance Alliance, Inc., jobs@heritagefinance.org

The CHiFA Team

Bonnie Burnham, President. Heritage preservation professional. President Emerita of World Monuments Fund.

Gary Hattem, Managing Director. Community development and social finance expert. Former head of the Deutsche Bank Global Social Finance Group and president, Deutsche Bank Americas Foundation.

Derek A.R. Moore, Ph.D, AIA. Senior Advisor. Architect and planner whose work focuses on urban design and large-scale transportation infrastructure.

Laurie Beckelman, Director. Expert in historic preservation and non-profit leadership and capital project development in New York City. Loeb Fellow at the Graduate School of Design at Harvard University and former Associate Director of The Shed.

Keith Wright, Director. Strategic advisor and mentor in financial services sector, acting as a consultant for innovation labs and SMEs. Active in the US, Europe and Australia

Alison M.B. Weidman, Communications & Operations Manager. M.S. in Historic Preservation from Pratt Institute Graduate School of Planning and the Environment with 10+ years in communications and marketing for mission-driven organizations.