

## Product Owner, Access Point Job Description

### Organization

District Bridges is a 501(c)(3) nonprofit organization with a mission to enrich neighborhood vitality by bridging community engagement and economic development opportunities so individuals, businesses, and organizations can thrive together.

### Position Summary

We are seeking a highly skilled Product Owner with a strong full-stack development background and proven expertise in WordPress and Salesforce to lead the rebuild of the Access Point DC platform, District Bridges' online learning platform for small businesses. The Product Owner will oversee technical architecture, manage the development lifecycle, and serve as the primary liaison between internal stakeholders, external contractors, and leadership. This role is ideal for a technically proficient leader who can balance hands-on technical guidance with strategic project management to deliver a high-quality, user-centered product on schedule.

This is a full-time, In-person/Remote Hybrid, exempt position.

### Responsibilities

- Define and prioritize product features and requirements based on stakeholder input, user research, and organizational goals.
- Develop and maintain a product roadmap aligned with Access Point DC's mission and strategic objectives.
- Collaborate closely with developers, designers, and community liaisons to ensure user-centered design and delivery.
- Act as the primary point of contact for day-to-day product decisions and trade-offs.
- Write and refine user stories and acceptance criteria that guide development sprints.
- Lead regular sprint planning, backlog grooming, and stakeholder demos.
- Monitor product performance, collect user feedback, and identify opportunities for continuous improvement.
- Ensure accessibility, equity, and inclusion are built into every product decision.
- Communicate product vision, updates, and challenges clearly across technical and non-technical audiences.

### Qualifications

- 3–5 years of experience as a Product Owner, Product Manager, or similar role.
- 3+ years working with PHP, HTML, CSS, JavaScript, Salesforce.
- Excellent communication, facilitation, and problem-solving skills.
- Experience similar project management and design platforms.
- Commitment to equity, inclusion, and community-centered design.

- Prior experience working in public interest technology, civic tech, or nonprofit sectors is a plus.
- Familiarity with digital inclusion, public benefit systems, or human services delivery is a bonus.

### **Compensation**

- \$100,000 - \$125,000
- 100% medical insurance coverage at the Silver Level and access to dental insurance at a group rate
- Unlimited PTO
- Paid Federal and Local Holidays (16)
- Access to an organization-sponsored 401K plan
- Access to commuter benefits
- Professional development opportunities
- Paid Family Leave