

TITLE: COMMUNITY DEVELOPMENT MANAGER

FLSA: EXEMPT

REPORTS TO: MANAGING DIRECTOR, REGIONAL PROSPERITY

UPDATED: MAY 2022

PAY GRADE: 4

POSITION SUMMARY

The Community Development (CD) Manager provides technical assistance to Michigan communities through the use of incentive tools that advance project development in both the downtown and surrounding communities. This position is responsible for reviewing and managing projects requesting assistance through the community development programs including, but not limited to, Community Development Block Grant (CDBG), Michigan Community Revitalization Program (CRP), Brownfield Tax Increment Financing, Public Spaces, Community Places and other sources.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

- ↪ Meets independently with real estate developers, local units of government, lenders, staff from other agencies and other parties to assist with planning and financing of housing, commercial and mixed-use developments.
- ↪ Responsible for marketing and outreach of all CD and other relevant MEDC programs, as well as other statewide resources to customer communities and other stakeholders in their assigned geographic territory.
- ↪ Conducts community visits within territory to gather data, understand the community and to ensure appropriate incentive tools are recommended.
- ↪ Collect, analyze and interpret financial data received from community and/or developer. Thoroughly analyze complex financial pro-formas and make recommendations to leadership on whether or not state support should be recommended for applications involving CDBG, CRP, and Brownfield TIF programs.
- ↪ Handles complex requests/assignments such as structuring various incentives as well as lead work groups with local non-profit and for-profit developers, local units of government, lenders, staff from other state departments, and other stakeholders to assist with planning and strategic thinking regarding real estate development, community revitalization, and related issues in the context of available resources.
- ↪ Assists communities in the leveraging of local economic development tools like Brownfield Redevelopment Authorities, Corridor Improvement Authorities or Downtown Development Authorities, and also abatements like the Commercial Rehabilitation Act or Commercial Redevelopment Act.
- ↪ Develops or assists in developing community capacity building through the Redevelopment Ready Communities program and the Michigan Main Street program.
- ↪ Independently serves as the primary point of contact between the Agency and the assigned territory.
- ↪ Performs other related duties as directed by supervisor.
- ↪ Position requires extensive travel to designated region.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: This position requires a bachelor's degree (B.A.) from a four-year college or university in Real Estate Development, Community Development, Economics, Urban & Regional Planning, Finance, Architecture, Public Administration or a related field; or equivalent combination of education and experience.

EXPERIENCE: This position requires a minimum of three to five years related experience in community or economic planning, development or other local government related activity.

SUPERVISORY RESPONSIBILITIES: The job has no supervisory responsibilities.

CERTIFICATES, LICENSES, OR REGISTRATIONS: None required. Preference for Economic Development Finance Professionals or Certified Economic Developer (CEcD).

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

REQUIRED:

1. Ability to analyze, interpret and communicate details of real-estate deals.
2. Ability to deal with a variety of abstract and concrete variables.
3. Ability to function with a keen attention to detail.
4. Ability to function with strong written and verbal communication skills.
5. Ability to manage multiple projects in varying stages of the process and provide timely guidance to customers.
6. Ability to write reports, business correspondence and procedure manuals.
7. Ability to travel within the State of Michigan as well as attend frequent evening meetings.
8. Ability to translate community and economic development needs at the local level into long term strategies focused on building capacity.
9. Ability to write and deliver speeches before community groups and committees, both virtually and in person.
10. Ability to effectively use common business computer software such as word processing, spreadsheet, presentation and/or statistical analysis software and specific software required for the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers. Extensive travel within the region is required.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to

perform the duties of the job.