



## **Community Economic Development Manager Job Description**

### **Job Summary:**

The Community Economic Development Manager is a full-time position and reports to the Chief Executive Officer. The incumbent will assist in supporting community engagement and economic development activities, including strategic efforts focused on inclusive community development and economic impact. This position will serve as a liaison between Mapleton Fall Creek Development Corporation (MFCDC) and Mid-North Quality of Life Plan stakeholders including neighborhood associations, local businesses, faith-based institutions and service providers. The Community Economic Development Manager will create inclusive places of opportunity & affordability by nurturing neighborhood businesses, promoting access to stable, affordable housing, leveraging investment, and creating vibrant business corridors using LEED-ND principles. MFCDC is a small organization with a strong network and the Community Economic Development Manager will provide professional work performing a wide range of community building and economic development tasks.

### **Primary Responsibilities:**

- Create partnerships between neighborhood residents & community stakeholders to facilitate communication and to ensure MFCDC objectives are incorporated into ongoing Mid-North Quality of Life plan outcomes and area development.
- Report community progress toward MFCDC & Mid-North Quality of Life Plan goals. Compile, assemble and distribute stories and outcome measurements; maintain Insight Vision database to track Mid-North Quality of Life Plan progress.
- Organize the MFCDC annual meeting and other special events related to community outreach to enhance resident leadership development.; Prepare & present community & economic development plans and information.
- Serve as staff liaison for the Community Building and Economic Development MFCDC board committees; support board & committee member development
- Effectively leverage the Corporation's brand to enhance our effectiveness in the community by managing the marketing and communications for all print & electronic endeavors including special initiatives; Identify opportunities for economic development & environmental advocacy (i.e. digital media, public art, etc.)
- Develop and submit grant proposals for organizational and programming support as needed.
- Supervise volunteers and paid interns, including AmeriCorps Public Ally & Great Places Resilience Ambassador
- Research and develop long term objectives, strategies and approaches to urban redevelopment and revitalization, business incentives and economic impact; evaluate economic development studies and agreements;

### **Knowledge, Skills, and Abilities:**

The incumbent must have proficient knowledge in the following areas:

- Extensive knowledge of local, State, and Federal funding sources available for community economic development, grant and proposal writing & reporting techniques, and economic and social factors.
- Proficiency with computers and publishing programs. Ability to research and plan, mobilize resources, project management and community relations.
- Skill in application of urban planning principles, evaluation and review techniques, development strategy preparation and work plan development.
- Requires well developed listening, writing, interpersonal, and public speaking skills, judgment and tact in maintaining effective relationships with public and various agencies.
- General knowledge of program administration.
- Thorough knowledge of research and analytic techniques, principles and practices of community economic development planning
- Ability to perform basic research and analyze data using acceptable research practices, and to formulate alternatives and recommendations; technical skill in performance of both general & complex economic studies

- Ability to prepare written and graphic materials; to compose clear and concise reports; to prepare and make presentations; and to communicate effectively, orally and in writing, with citizens, professional peers and elected officials.

**Education and Experience:**

Five years of experience in community economic development, urban planning, business or project development and management or related field or a Bachelor's degree in public administration, urban planning, business or related field that provides the knowledge, skills, and abilities to perform this work.

WORKING CONDITIONS Office environment. Travel to and attendance at evening meetings required.

**The incumbent must demonstrate the following skills and personal attributes:**

- Excellent interpersonal skills and ability to work in diverse environments.
- Effective written, verbal, and listening skills with multiple constituencies.
- Attention to detail, high level of accuracy, and effective organizational skills.
- Be honest and trustworthy
- Be respectful
- Possess empathy, cultural awareness and sensitivity
- Demonstrate leadership ability, sound work ethics & initiative
- Be flexible

**SIGNATURE & DATES**

The following signatures confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; and employee understanding of the job requirements. NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

Employee Date:	Immediate Supervisor, if applicable Date:
Chief Executive Officer Date:	

*The signed original copy of this job description will be placed in your Personnel File.*