



## **Community Development Project Manager Job Description**

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### **Background**

The Madisonville Community Urban Redevelopment Corporation (MCURC) is a nonprofit community development corporation focused on improving the quality-of-life for all in Madisonville. Our role in the neighborhood is to lead economic development and community engagement efforts while advancing health and wellness, arts and culture, beautification, and education and youth strategies in partnership with other organizations, businesses, residents, and neighborhood groups.

### **General Description of the Position**

The staff person in this position will work across disciplines to increase Madisonville's vitality through economic development efforts and neighborhood activation, while participating and leading a wide variety of community development projects. The project manager will work with community groups, business owners, and partner organizations to improve and draw attention to the neighborhood business district and increase participation in neighborhood activities. The Community Development Project Manager reports to the Executive Director.

### **Responsibilities**

- Maintain and enhance relationships with stakeholders in the neighborhood business district, and represent MCURC with the Madisonville Business Chamber. Manage funding support programs for businesses.
- Work with Madisonville businesses to draw positive attention to the business district through special events, beautification, marketing, and promotional efforts.
- Serve as a point person for existing businesses and new businesses who are seeking advice on low-interest loans and small business development services.
- Work with businesses and resident groups to improve the physical appearance of the neighborhood business district.
- Maintain comprehensive list of available commercial property.
- Research and apply for grants to assist with creative place making, tactical urbanism, public art, and business district improvement efforts. Lead community efforts to make strategic and tactical improvements to the built environment.
- Develop a programming and sponsorship plan that increases demand for economic investment.
- Lead initiatives to improve transportation infrastructure and programming in the neighborhood focusing on pedestrian, cycling, and mass transit. This includes the promotion and development of trails, walking paths, bike infrastructure, and bike racks in coordination with multiple community partners. This also includes partnering on health programming to increase physical activity in the neighborhood.

- Lead small and large group meetings to gain consensus and to advance neighborhood initiatives.
- Work with MCURC staff and residents to plan large community-based events.
- Attend and participate in community programs and meetings.
- Assist resident-led groups to plan events, tackle projects, and take on neighborhood projects.
- Assist the Executive Director with special projects.
- Other duties as assigned.

### **Job Requirements**

- Ability to work independently and in a team environment. A sense of initiative is extremely important.
- Demonstrated business acumen and understanding of small business financing concepts, proformas, and commercial rent structuring.
- Demonstrated successful experience leading groups in a committee environment focused on a common goal.
- Interest in and understanding of neighborhood development and urban planning.
- Solid time management skills; ability to handle multiple projects, meet deadlines, and function independently in a busy office environment. Must have demonstrated experience managing multiple projects at once.
- Strong written and oral communication skills.
- Shows attention to detail in his/her work.
- Demonstrated problem-solving skills and ability to independently and thoroughly seek out answers to problems and questions.
- Passionate about neighborhood development, resident participation, and the idea of people working together to create positive change. Has demonstrated vision and creativity in his/her previous work experiences.
- Personable and positive attitude, both within the office and out in the community.
- Proficient in computer programs such as Microsoft Word, Excel, Powerpoint, and Outlook. Graphic design experience will be looked upon favorably.
- Demonstrated experience working with diverse groups of people.
- Ability to work a flexible schedule, including evenings and weekends, in order to attend community meetings and events.
- Background in community planning, community development, and/or economic development is preferred.
- Bachelor's degree and at least three years of relevant experience. Master's degree preferred. Must have a valid driver's license and have own transportation.

### **To apply**

Submit resume and cover letter describing the applicant's interest in and qualifications for the position to Sara Sheets, MCURC, 5906 Madison Road, Cincinnati, OH 45227 or [sara@mcurc.org](mailto:sara@mcurc.org). Applications will be accepted until the position is filled. This is a one-year, grant-funded position. Only those whose applications are being considered will be contacted. Salary range is \$35,000-\$40,000. Benefits include vacation, paid holidays, 3% retirement contribution. MCURC is an equal opportunity employer.

*Date of Notice: October 18, 2018*