



Community Development Manager

Position Summary

The Cody Rouge Community Action Alliance (CRCAA), CDC is a non-profit organization that serves the Cody Rouge community and is charged with promoting the goals and purposes of area residents, businesses and organizations. At the request of the community members, CRCAA is committed to community action and the success of Cody Rouge residents. Our mission is to revitalize and sustain a healthy community where residents have access to and promote a high quality of life. We believe that we are accomplishing these goals by creating and assisting strong families, producing high quality education, strengthening our block clubs, creating and implementing plans for safety, forming plans for economic revitalizations, and training both youth and adults to ensure economic development.

In the coming months, Detroit will see transformation in neighborhoods. The Cody Rouge Community is leading the way in the far west side of Detroit. To date, CRCAA has created the Cody Rouge Stabilization & Reinvestment Program through the assistance of the Skillman Foundation & LISC Foundation. The program is called Cody Rouge ERA (Engage, Retain, Attract). This effort has led us to securing and investing in properties in the area.

Cody Rouge Community Action Alliance is seeking a Community Development Manager. The Cody Rouge Community Action Alliance Community & Economic Development Division oversees the organization's community projects (i.e. community outreach, renovation program, tax assistance program, and beautification projects). The Community Outreach Manager position is a temporary, contractual position from March 25, 2019 – March 25, 2020.

Title: Community Development Manager

Department Purpose: The Community & Economic Development Department provides leadership, implementation, and coordination of a wide range of community & economic development programs, projects, and collaborations with nonprofits, government, and philanthropy to deliver innovative solutions to low-income communities.

Reports to: Executive Director

Basic Job Functions:

The Community Development Manager is responsible for planning, organizing, and implementing CRCAA's proactive community outreach projects, including financial management; and assists in the generation and implementation of Community & Economic Development consulting business and grant-funded projects. This includes taking an active role in identifying minor housing project opportunities, (**Front Porch Repair & Property Tax Exemption**) overseeing renovation projects, planning projects from the conceptual stage, and ensuring project completion by providing construction oversight and project accounting and reporting. The Community Development Manager works collaboratively with CRCAA's community partners and team members to coordinate initiatives in innovative and collaborative ways to solve community development challenges.

Other tasks:

- Create and implement a vibrant social media plan.
- Manage community outreach related activities.

- Promote organization initiatives and programs.
 - Develop new partnerships to promote engagement.
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Duties & Responsibilities:

1. Meets or exceeds Community & Economic Development business goals from annual work plan.
2. Meets or exceeds all financial goals related to CRCAA proactive community development business.
3. Maintains highest standard of excellence in relationships with all external partners.
4. Continually seeks efficiency and other improvements in all operations.
5. Assumes a leadership role internally and maintains excellent relationships with colleagues and peers.
6. Successfully completes projects according to goals set forth for each project, the project budget and schedule, and the Community & Economic Development department's policies and procedures. Completed projects meet quality standards.
7. Internal and external reports are clear, accurate and completed on time.

Position Qualifications:

Education: Bachelor's Degree required, preferably in social work, community planning or studies, business or community development. Advanced degree in urban planning, public policy, business, social science, or social work preferred.

Experience: At least five years of experience in community or economic development required.

Special knowledge & skills:

- Direct experience with community development projects.
- Demonstrated management skills.
- Direct project management experience.
- Experience working with a team charged with implementing and completing multi-faceted projects.
- Ability to use a wide variety of computer software related to project management, including word processing, database programs, spread sheet and project management packages.
- Ability to work with a wide variety of people.
- Good communication (written and oral) and interpersonal skills.
- Occasional evening and weekend work may be required.

Please submit cover letter and resume via email to: hr@franianconsulting.com with the subject "CRCAA Community Development."