

Position Description

Community Development Manager or Director (CDM)

Title depends on level of experience

May 25, 2024

1. Basic Information

Organization:	Crawford Partnership for Education & Economic Development
Location:	Bucyrus, Ohio
Salary:	\$65,000 to \$75,000, depending on experience
Application Deadline:	Monday, July 1, 2024, by 5:00 p.m.
Reports To:	President & CEO
Application Submission:	Cover letters and resumes should be sent to talent@crawfordpartnership.org .

2. Background

The Crawford Partnership for Education & Economic Development, a 501(c)(3) public-private partnership, is seeking a smart, experienced, hard-working self-starter to join its dynamic team as a Community Development Manager. This role will focus on managing community development activities in Crawford County and its municipalities, including Bucyrus, Galion, Crestline, and New Washington. The ideal candidate will have strong grant administration, grant writing, community development project, and teamwork skills, as well as additional experience in desired areas.

Founded in 2006, the Crawford Partnership serves as a development and change agent for Crawford County, which is located in north-central Ohio with a population of 42,000. The county ranks in the top 3% nationally among non-metro counties for economic development and first in northwest Ohio for Business Retention & Expansion activity. Recent successes include several significant awards and contracts, creating the need for this new position.

3. Types of Development

The Community Development Manager will be engaged in the following areas:

- Infrastructure (water, sewer, gas, electric, roadwork).
- Quality of Life (parks and rec, arts and entertainment, senior and community centers).
- Residential Development (single- and multi-family housing).
- Brownfield Redevelopment (industrial, commercial, residential).
- Downtown Revitalization (projects in downtown areas, and Main Street).
- Other Areas (health, social, safety, handicapped accessibility, airport, etc.).

4. Required Experience & Responsibilities

- Grant Administration. The Community Development Manager (CDM) needs to have substantial experience in this area and will administer the following, plus future grants:
 - Crawford County Community Development Block Grant (CDBG).
 - EPA Brownfield Assessment Grant.
 - Crawford County Transportation Improvement District (TID).
- Grant Writing. The CDM needs to have significant experience and will do the following:
 - Write and support grant applications for the Partnership and other partners.

- Pursue funding from local and regional foundations, state sources (e.g., State Capital Budget, OFCC, ODOD, ODOT, ODNR, JobsOhio, OPWC), and federal sources (EDA, EPA, HUD, DOL).
- Community Development Services. The CDM needs to have experience working on community development projects, as they will do the following:
 - Help identify and obtain programs (grant, financing, tax, etc.) for community development projects.
 - Assist with project planning, including budgets, maintenance plans, impact analysis, design, and securing planning funding.
- Teamwork and Organizational Contributions. The CDM needs to have experience successfully working as part of a team, as they will engage in a variety of team and organizational activities, including meetings, events, and reporting.

5. Desired Experience & Responsibilities

- Community Engagement & Planning: Any experience with community engagement and planning is a plus, as it will be a part of the position. The CDM will do the following:
 - Facilitate the solicitation and prioritization of community development ideas and projects (Build Crawford process).
 - Connect community ideas and projects to strategic and comprehensive plans.
 - Assist in the development of new and updating of older studies and plans for the county and its communities (e.g., housing study, comprehensive plans).
- Communication & Marketing: We are a very proactive communication organization. We can train this aspect, but any experience a candidate would bring would be welcome.
 - Communicate proactively with stakeholders about projects, programs, and community development initiatives.
- Partner & Contract Management: Experience in this area is not required but would be helpful and valuable in the role.
 - Manage relationships with key vendors, firms, and consultants involved in community development.
- Professional Development: Ideally, candidates would have not just experience, but also related certification(s), degree(s), self-study, and/or ongoing engagement and participation in professional associations related to community (and possibly other types of) development. The CDM will participate in professional development activities and associations related to community and economic development. Any familiarity and/or experience with economic development is also a plus.

6. Additional Duties & Responsibilities

- Analyze community development trends and challenges.
- Build collaborative relationships with public and private partners.
- Create and implement innovative community development programs.
- Provide information and presentations on community development issues.
- Represent the Crawford Partnership in public forums and stakeholder communications.
- Prepare regular reports on project involvement and outcomes.
- Maintain data systems for tracking community development projects.
- Stay informed about available community development programs and services.
- Promote information on community development resources and grants.
- Respond to information requests for community development purposes.

- Actively participate in relevant organizations, boards, and committees.
- Other duties as assigned.

7. Employment Advantages

- **Flexibility & Benefits:** We offer flexible working hours, partial remote work, flex holidays, and paid time off, along with medical, vision, dental insurance, retirement match, cell phone reimbursement, and clothing allowance.
- **Coaching & Professional Development:** We focus on coaching and developing close relationships between colleagues, with regular one-on-one sessions and customized professional development plans.
- **Growth Opportunities:** Our team benefits from our extensive network and exceptional reputation, with structured internal progression and exciting career opportunities.
- **Culture:** We foster a supportive and challenging work environment where team members respect and like each other, contributing to a rewarding work experience.

8. Hiring Statement

The Crawford Partnership is committed to creating a diverse, equitable, and inclusive workplace where all employees and applicants are treated with respect and dignity. We provide equal employment opportunities to all individuals and prohibit discrimination and harassment of any kind based on race, color, religion, age, sex, sexual orientation, gender identity or expression, national origin, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state, or local laws.

We believe that a diverse and inclusive workforce strengthens our organization and enhances our ability to serve our community effectively. We actively seek to promote a culture of equity and inclusion by valuing diverse perspectives, encouraging open dialogue, and fostering an environment where everyone feels empowered to contribute and succeed.

Join us in making a difference in Crawford County as our new Community Development Manager. Apply by July 1, 2024! If you have any questions, please contact us at talent@crawfordpartnership.org.