



Joy Southfield Community Development Corporation's (JSCDC) goal is to represent, strategize and implement community economic development in the Cody-Rouge and Warrendale neighborhoods. We promote social cohesion, and sense of place, while reinforcing healthy lifestyles. For nearly 20 years, we have been successful in designing, deploying and sustaining neighborhoods in west Detroit. Bringing together the voices, expertise and resources to support residents and business in building a healthy and thriving community.

Community and Economic Development Co-Director – JOB DESCRIPTION

JOB SUMMARY: The Community and Economic Development Co-Director plays a central role in the implementation of JSCDC's strategic initiatives related to housing, economic development, commercial corridor revitalization and neighborhood planning. The Co-Director will work closely with CED Director and report to the Executive Director. The primary responsibilities of this position include organizing, designing and leading CED Initiatives.

The candidate must have a strong background in urban planning and development. The candidate must be flexible enough to lead multiple projects. They will also help to organize and budget construction projects, grants, and community events within limitations but also be flexible to necessary changes which may quickly arise. The candidate will also maintain administrative functions for the CED programs

What will I do?

- Evaluate, design and implement JSCDC's Healthy Homes Rx, MSHDA NEP and SERV Detroit Programs including:
 - Evaluate, design and implement program models
 - Prepare and disseminate program information
 - Administration functions for all CED programs
 - Application intake and coordination of services
 - Prepare performance agreements and contracts for funding recipients and monitor for compliance
 - Prepare financial and other reports related to the CDBG and affordable housings programs
 - Provide technical assistance, administrative support, and guidance to funding recipients, and others.
 - Prepare reports for HUD, City of Detroit, Board of Directors and other audiences
 - Present information to the residents in Dist. 7 and other audiences
- Assist in the creation and implementation of affordable housing programs and initiatives, neighborhood business district, etc.
- Propose and write grants to support the mission of JSCDC.

- Implementation and administrate community and economic development projects.
- Oversee multiple volunteer driven based home repair and community clean-up projects.
- Develop relationships and manage volunteer resources from the immediate community and Detroit area faith-based and community-based organizations.
- Locate and develop relationships with a variety of stakeholders including volunteer organizations and funders.
- Advocate on behalf of community residents and program participants.
- Provide support to the business association, including steering committee and sub-committees. Assist in development of meeting agendas and content. Maintain communications with participants.
- Support process leading to the design and successful implementation of strategies for single-family housing in neighborhoods.
- Develop and implement a program to provide technical assistance for BID
- Work collaboratively with other JSCDC team members to achieve organizational and departmental objectives. Accept feedback with humility we are all lifelong learners!
- Participates in cross-departmental teams, city-wide projects, and other duties as assigned.

Preferred skills:

- Bachelor's degree in Urban Planning
- Two or more years' progressive experience in the fields of housing, economic development, urban planning, real estate development and/or public policy.
- Construction Experience and Knowledge
- Grant application, management and reporting procedures.
- Program management, contract management, and procurement.
- An understanding of housing policies and practices.
- A strong desire to actively manage effective programs along with the persistence and knowledge needed to ensure programs meet federal and local guidelines.
- Excellent collaboration and relationship building skills that establish partnerships and effective teamwork.
- An innovation mindset that actively solicits and fosters the ideas of others.
- Work creatively within a regulation-driven environment.
- Manage multiple projects and shifting priorities.
- Be detail oriented while also seeing the big picture.
- Establish and manage positive relationships with outside agencies and other stakeholder groups.
- Solve problems and make sound decisions.
- A commitment to public service and contributing to positive community solutions.
- Knowledge of federal rules and regulations related to HUD's CDBG and/or other HUD programs is a plus!

Physical Demands & Work Environment

- Be able to work in a standing position for long periods of time (up to 8 hours)
- Be physically able to lift, reach, bend and stoop frequently lift up to 50 pounds
- Be able to safely lift and easily maneuver cases of food frequently weighing from 25 to 40 pounds

Compensation

- Salary: \$37,000 Annually. 35hrs per week- Salaried
- POSITION REPORTS TO: Executive Director

Interested Candidates should send resume to: Interim Executive Director, Danielle Hilliker dhilliker@joysouthfield.org by September 17, 2021. Please include cover letter, resume and references. Position to be filled by February. Currently this position offers PTO, holiday pay and flexible schedule. No other benefits included.