

POSITION DESCRIPTION

JOB TITLE: Director of Community & Economic Development

STATUS: Exempt

REPORTS TO: President/CEO

DATE: January, 2019

Position Summary:

Responsible for providing assistance to member Community Action Agencies in deal structuring: identifying potential projects; garnishing project support, initiating funding applications; and securing financial resources, grants, or loans for prospective development projects. Provide asset management on existing projects under the umbrella of the Development Corporation. Provide direct technical assistance to members as it relates to housing and economic development projects ensuring projects remain in compliance and adequate reserves and working capital are available. Responsible for evaluating training needs within the network. Maintain and manage Illinois Community Action Development Corporation (ICADC) owned real estate.

Principal Duties and Responsibilities:

- Provides assistance in the development of short and long term goals of ICADC, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals.
- Directs economic development initiatives to achieve the goals and objectives outlined by the Strategic Plan that is guided by the Illinois Community Action Development Corporation Board of Directors.
- Maintains a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate, i.e. Illinois Housing Development Authority (IHDA), Federal Home Loan Bank, Illinois Facilities Fund (IFF), and Department of Commerce and Economic Opportunity (DCEO).
- Provides information and/or makes presentations to supervisors, boards, commissions, civic groups, businesses, individuals, city councils, and the general public on economic development issues, programs, projects, and plans.
- Prepares grant proposals and applications, contracts and other necessary documents as may be required for necessary community and economic development projects. .
- Assists with negotiation and the management of professional service contracts and economic development oriented negotiations
- Prepares an annual budget and work plan for all economic development activities for submittal to the funding source.
- Serves as a member of various staff committees, as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development, and to represent the interest of the Illinois Community Action Development Corporation on matters related to economic development.
- Works with member agencies to market and promote innovative approaches to community and economic development, prepares project plans, and funding requests and obtains financial resources for various projects.
- Oversees third party property managers for ICADC owned properties
- Proposes goals and objectives for housing developments that Illinois Community Action Development Corporation has an ownership interest in.
- Assists in the preparation and approval process of property operating budgets.

- Reviews operating statements of all projects
- Reviews monthly operating statements for ICADC
- Researches economic and community development statistical data for prospective projects.
- Provides expertise and technical support for the development of marketing publications inclusive of the company's annual report and website.
- Drafts regular reports regarding Development and Housing Development as required by supervisors and funding sources.
- Maintains property including ICADC owned real estate, by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting vacant units and completing repairs; planning renovations; and contracting with service providers including but not limited to landscaping, snow removal, security system, etc.
- Records, distributes, and maintains the minutes of the ICADC Board of Directors and ICADC Membership Business meetings. Responds to informational requests from the Board of Directors and ICADC Membership.
- Supervises the positions of Housing Subsidy Manager.
- Serves as committee staff on the Illinois Association of Community Action Agencies (IACAA) Building Committee of the Board of Directors.
- Serves on IACAA Leadership Team.

Additional Duties and Responsibilities:

- Assists in the coordination of special projects, as needed.
- Assists with conferences.
- Other duties as may be necessary to fulfill the responsibilities of this position.

Work Relationships and Scope: Reports to the President/CEO. Regular interaction with all employees of IACAA. Has frequent interaction with CAA members. Interacts with architects, engineers, contractors, financial consultants, builders, local governments and government authorities (IHDA, HUD, and Housing Action IL).

Performance Expectations: Quality, accuracy, thoroughness, reliability and timeliness of work performed. Responsiveness to CAA members and outside contacts and their satisfaction with service received. Positive promotion of services provided by the Agency where possible and appropriate. Effectiveness of communications and development of good working relationships with management, co-workers, members and outside resources. Clarity, courtesy and tact in interpersonal contacts. Maintenance of confidential business information and ethical conduct.

Knowledge, Skills and Abilities:

- Bachelor's degree in planning and economic development, public policy, public administration, business administration, social sciences, political studies, or other related fields with a minimum of five years of housing and economic development experience that has included involvement in developing and successfully implementing diverse and innovative strategies for obtaining major funds from corporations, foundations, individuals and government agencies. Preferred certification as a Housing Development Finance Professional or Economic Development Finance Professional or equivalent.
- A basic understanding of poverty, its causes and conditions and its impact on individuals and communities is essential. A good understanding of Community Action Agencies is preferred.

- Demonstrated ability and experience with communications including writing, public speaking, meeting facilitation, training and small group presentations highly desired.
- Ability to work effectively with persons at all levels of the organization (fellow employees, member agency executives and staff, partners, state and federal agency officials, etc.).
- Experience working with governmental agencies, financial institutions, U. S. Congress and state general assemblies.
- Proficiency in the use of office software including word processing and spreadsheets as well as use of the internet for the purposes of communications and transmission of data.
- Demonstrated ability and experience with using the media is highly desired.
- Demonstrates professionalism, diplomacy and composure and is flexible and able to adapt to a variety of situations.
- Possesses strong organizational skills and the ability to coordinate complex activities, prioritize conflicting demands and meet deadlines.
- Must be highly motivated and able to work independently.
- Can apply long-term vision of the organization to daily activities.
- Demonstrated ability to work productively and accurately in a fast-paced environment with multiple projects and stringent deadlines.
- Demonstrated knowledge of underwriting process for permanent financing on affordable housing projects, community organizing, advocacy, and public policy development.

Working Conditions: Work is performed largely in a pleasant office environment with minimal chance for personal injury. This position generally works 40-45 hours a week with occasional evening hours to attend meetings. This position requires a safe driving record and current driver's license. The ability to travel extensively throughout Illinois, with some evening, weekend and/or overnight duties, is required.

General: This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the President/CEO. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date