



## Community Development Manager Job Description

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EMPLOYEE NAME:	SUPERVISOR: Deputy Director
EXEMPT (Y/N): Yes	SALARY GRADE: 6
DEPARTMENT: Community Development	DATE: 2024

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**SUMMARY:** The Community Development Manager performs supervisory and professional work managing a variety of housing and community development programs for the Community Development Agency (CDA), including but not limited to the Carver County Community Land Trust, Local Housing Trust Fund Program, housing development and rehabilitation programs, and other related programs and projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### Carver County Community Land Trust:

- Manage the Carver County Community Land Trust to facilitate affordable homeownership.
- Assist with the program's expansion of new properties into the portfolio and resales of existing properties.
- Develop marketing and educational materials for the program.
- Oversee the application process and manage the program's waiting list.
- Coordinate, develop and maintain partnerships with others such as real estate agents, bankers, eligible households, funders, and others.
- Be involved in statewide and local coalition events.

#### Local Housing Trust Fund (LHTF):

- Administers, organizes, plans, and directs the daily operations of the LHTF.
- Responsible for development of affordable housing strategies, related housing policies and programs.
- Proposes funding recommendations and identifies partnerships to strengthen affordable housing opportunities.
- Maintains accurate records and compiles data for timely reports.

### Multifamily Housing Development:

- Collaborate with Deputy Director in the planning and execution of multifamily projects, ensuring they are completed on time, within budget, and to the highest quality standards.
- Assist in the preparation and management of project budgets, schedules, and contracts.
- Coordinate with various teams, including design, engineering, and construction to ensure project objectives are met.
- Conduct site visits to monitor progress, identify potential issues, and implement corrective actions.

### Housing Rehabilitation Programs:

- Implement various state and city housing rehabilitation programs.
- Develop marketing and educational materials for the programs.
- Assist residents through the applications process.
- Work with qualifying applicants and contractors to complete identified improvements.
- Prepare and submit appropriate documents and reports.

### Marketing and Promotion:

- Oversee County website and social media applications.
- Promote events, business, and Countywide news.
- Be active in the community attending chamber, business, and City events as necessary.

### Grants and RFPs:

- Prepare responses to grants and/or Requests for Proposals (RFP) related to housing and community development programs.
- When awarded, maintain records and administer grants in accordance with all requirements.
- Submit required reports and documents to appropriate funding agencies.

### Supervisory:

- Oversee the Community Development Specialist and any future department employees. Community Development staff provides support for CD programs and initiatives. Tasks include but are not limited to data entry, program tracking, fielding incoming calls and questions, and timely communication.

### Other Duties:

- Collaborate with other CDA staff on programs that touch housing and other community development efforts.
- Attend and participate in meetings outside of the CDA related to housing and

community development.

- Track, compile, and analyze data related to the CDA's community development programs.
- Assist in the administration of the Carver County Sub-surface Sewage Treatment System program.
- Assist with the administration of other CDA programs and projects as assigned.
- Create and maintain program and project tracking spreadsheets and in required Agency software system.
- Consistently analyze processes and procedures to ensure no steps are missed and workflow is completed accurately and efficiently.
- Other duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to complete each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE:**

- Bachelor's degree and at least three years' work experience in a housing or community development related field (or equivalent experience).
- Professional and/or lived experience working with diverse communities and/or households defined as low income.
- Experience balancing multiple projects requiring high attention to detail, strong organizational skills, and ability to prioritize.
- Experience in Community Land Trust, Local Housing Trust Fund or Multifamily Housing Development.
- Experience with grant/RFP writing and administration.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid driver's license and access to reliable transportation.

### **KNOWLEDGE, ABILITIES and SKILLS:**

- Knowledge of homebuyer and homeownership processes and programs.
- Knowledge of mortgage loans and foreclosure processes.
- Knowledge of Microsoft Office.
- Knowledge of supervisory practices and ability to supervise staff and operations.
- Ability to document and maintain accurate and complete client files and entering of data into databases to ensure proper program reporting and audit compliance.

- Ability to maintain and manage confidential records and correspondence.
- Ability to maintain strict data practice controls.
- Ability to maintain, interpret, and analyze data.
- Ability to develop and maintain good relationships with other agencies, funders, lenders, brokers, and the public.
- Ability to organize and manage time efficiently.
- Ability to effectively work with persons from diverse economic, social and ethnic backgrounds.
- Ability to work independently, with clients, and as a part of a team.
- Ability to initiate work projects, accept responsibility, motivate others, and resolve conflicts.
- Excellent written and oral communication skills.
- Exceptional customer service skills.

CARVER COUNTY CDA IS AN EQUAL OPPORTUNITY EMPLOYER