



## COMMUNITY DEVELOPMENT MANAGER

**Reports to:** Planning and Development Director

**Salary:** \$45,000 - \$65,873.60

The City of Maple Heights, Ohio seeks a qualified, energetic candidate to join the Department of Planning and Development as the Full-Time Community Development Manager.

### POSITION SUMMARY

The Community Development Manager is responsible for implementation and coordination of City community and economic development initiatives. Specifically, this includes assisting the City in creation and launch of a municipally governed 501c3 Community Improvement Corporation, designed to better enable the sale of real estate not held for municipal use – with potential to expand into additional projects tailored to meet the City’s evolving needs. Further goals include establishing a flow of vacant residential and commercial buildings on a path toward rehabilitation, collaborating with area Chambers of Commerce, hosting educational workshops, cross-generational wealth building initiatives, small business support, public engagement, lead paint mitigation, sustainability and environmental health initiatives, and/or other activities designed to strengthen household and economic vitality across the City.

An ideal candidate will be a self-motivated and experienced practitioner, comfortable with public speaking, detail-oriented and passionate about leading programs that benefit the people and business community of Maple Heights.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Implement departmental goals and initiatives set forth by the Mayor, City Council and Department;
- Grow and manage a portfolio of Community Development programs with fellow staff to maximize impact of the Department;
- Develop and maintain a “pipeline” of foreclosed properties for potential rehabilitation through the planned City Community Improvement Corporation;
- Develop and host public meetings, hearings, and workshops related to property maintenance and repair, property tax delinquency, family financial health, community reinvestment and public health among other subject areas;
- Design and implement new programs to preserve and expand diversity of the City’s housing stock, while strategizing plans for currently vacant and underutilized buildings and land;
- Strategize and prepare grant applications, reporting documentation, and related materials for funding entities;
- Other duties as assigned.

### EDUCATION AND EXPERIENCE:

- Bachelor’s or Associate’s degree from an accredited college or university in Public Administration, Business Administration, Urban Planning, Real Estate Development or related field is required.
- Two to three (2-3) years’ community development work experience (ideally project management) is required.
- Master’s Degree in a related field is preferred, and may substitute for one (1) year of work experience.

To apply, submit Cover Letter, Resume, and a complete City application to [HR@mapleheightsohio.com](mailto:HR@mapleheightsohio.com). Applications are available at [www.citymapleheights.com](http://www.citymapleheights.com), Human Resources Department page – or can be downloaded by [clicking here](#). Full submissions can also be dropped off in person at Maple Heights City Hall, Attn: Human Resources Department.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. The City of Maple Heights is a drug and smoke-free workplace, and an Equal Opportunity Employer.**

*Position open until filled.*

*January, 2023*