**Riley Area Development Corporation**

**Job Description – Development Project Manager**

**Position Description:**

The Development Project Manager is a full-time professional position. However, if an outstanding candidate requires a part-time position, the Executive Director may negotiate a reduced scope of responsibilities. Compensation is commensurate with experience. The position works in collaboration with the Executive Director and the Board of Directors at Riley Area Development Corporation and the Executive Director at Big Car Collaborative. The position is supervised and evaluated by the Riley Area Development Corporation Executive Director. On-going educational and professional development opportunities are available.

**Specific Responsibilities:**

**Project Development and Implementation** – shape, manage and drive the implementation of community development projects including:

* Develop and implement cost-effective funding programs involving local government, businesses and private foundations to support the completion of Projects in Garfield Park, Willard Park, the Southside Quality of Life Area and the renovation of 66 units of multifamily housing.
* Develop and implement specific campaigns for Transit-Oriented Development, shared equity housing, affordable home ownership/rental projects, and new project grants from the State of Indiana and City of Indianapolis.
* Identify, cultivate, recruit, and organize contractors, vendors, designers, real estate brokers and volunteers to complete specific projects.
* Utilize a workflow management system to plan/schedule, implement, and evaluate specific development programs, construction and project delivery campaigns (lease up and sale of housing investments).
* Lead in the development of grant proposals and grant reporting specifics.

**Communications** - direct the implementation of an effective outreach and communication campaign to educate and cultivate support for projects including:

* Plan and organize campaigns that promote equitable affordable housing as part of the economic revitalization in Indianapolis to local and national community development organizations.
* Organize the community to promote equitable policies that enhance the regulatory and funding environment for affordable housing, neighborhood development and entrepreneurship.
* Communicate and collaborate with a range of people and organizations.
* Identify and report on the impact of affordable housing using our funders’ outcome based measurements and including HUD reporting and HUD Income qualifications.
* Direct press releases, publications, videos, exhibits, and printed materials, including project reports.
* Actively contribute to the organizations website, on-line publications, and social media.

**Skills and Qualifications:**

* Demonstrate excellence in organizational, managerial, and communication skills
* Demonstrate a passion for entrepreneurship, localism, sustainable economic development and community arts.
* Working knowledge of the “built” environment, construction, architecture, design and creative place-making.
* Excellent written and verbal communications skills
* Ability to manage timelines and project budgets effectively
* Capacity to manage multiple projects simultaneously
* Excellent computer skills. Regular use of Word, Excel, Squarespace and or WordPress, Photoshop and design/ layout software, and a workflow database
* Experience with website and newsletter production and message development
* Ability to work well with diverse individuals and balance a variety of needs.

**Experience:**

* At least 3-5 years of project development, community development and funding development experience
* College degree in a relevant field to community work and/or equivalent educational experience.