



## JOB DESCRIPTION

### Emerging Developer Outreach Coordinator PD

#### Position summary

This is a limited-term grant-funded position funded through the Michigan State Housing Development Authority Housing Development Fund (HDF) Grant will report to the Ingham County Land Bank Director, including program oversight by the Housing Trust Fund (HTF) Coordinator in the Ingham County Treasurer's Office. The Emerging Developer Outreach Coordinator assists in all aspects of communication, community outreach, and event support to implement the goals of the Housing Development Fund Grant. The Outreach Coordinator will create training, communication, and networking opportunities for organizations, agencies, businesses, and individuals involved in real estate development in the County. This position will help create, organize and distribute materials to a broad range of community partners, including residential housing developers. The Coordinator may also be asked to perform a variety of other tasks related to the communication between non-profit, community agencies, and government organizations in support of the development of resource toolkits and events with a focus on emerging developers and workforce development.

#### Compensation and Benefits

Compensation for this full-time position will be \$30.48-\$36.59 per hour, not to exceed forty (40) hours per week. The Land Bank will pay the employer's share of Social Security and Medicare taxes. Sick and vacation time, holidays, 457 plan, health, vision, and dental insurance available.

#### Primary duties

1. Maintain open lines of communications with community housing partners to assist in connecting potential developers, community partners, and the general public to HDF-Grant supported initiatives - including but not limited to funding and training opportunities for emerging developers, and implementation of the apprenticeship training program.
2. Provide staffing and resources for ongoing administrative support, grant reporting, and construction supervision support for emerging developers for new construction and rehab projects occurring on current or former Land Bank parcels.
3. Act as liaison for Housing Trust Fund and Land Bank initiatives, through both events and resource toolkits. Create materials and mechanisms to share knowledge and resources on apprenticeship and training programs to help new and emerging developers. Document work completed and resources compiled in support of to inform and assist other organizations across the state, including the Regional Housing Partnerships.
4. Serve as a contact to respond to inquiries for more information about educational resources for general construction apprenticeship and real estate development for those entering construction trades, including but not limited to: budgeting/proformas, understanding federal regulations, navigating city ordinances and rules, environmental considerations, and energy efficiency standards.
5. Develop relationships with and provide networking opportunities for emerging developers seeking resources in order to connect them with available resources and programs, including getting them correct materials, contact information, or facilitating connections with established developers in the real estate eco-system.



6. Collaborate with other organizations regarding HDF-funded activities, make needed purchases, design or write promotional materials, work with local media, advertisers, and community groups to publicize events Attend events as a representative of the Ingham County Land Bank, may include preparing materials for presentations.
7. Research and understand eligibility requirements for emerging developer and homebuyer/homeowner assistance programs that could help create new housing opportunities in underserved communities. Requires ongoing education as programs change and evolve, as well as good record keeping and communication while working in partnership with these different assistance programs (federal, state and private).
8. Plan and schedule training opportunities, identify trainers, and manage all communications and logistics for trainings, educational workshops/conferences, resource fairs, and public meetings to facilitate resource sharing, and education for emerging developers.
9. Communicate information about programs and any changes made to these efforts to the Land Bank Director, Housing Trust Fund Coordinator, Chair, and key regional partners.

#### **Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Perform a variety of other functions related to administrative operations of the office.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

#### **Employment Qualifications**

**Education:** High school or GED completion required, college coursework and/or trade school preferred. Excellent interpersonal communication skills, high degree of critical thinking skills, and a high attention to detail required.

**Experience:** Experience working with social service agencies, with construction/trades contractors, and in highly collaborative environments. Experience in real estate development field is a plus.

#### **Other Requirements:**

- Ability to work independently without continuous supervision and hold oneself accountable to deadlines and deliverables.
- Excellent written and oral communication skills.
- Availability to occasionally work outside of conventional work hours.
- Valid Michigan Driver's License and reliable transportation.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

### **Physical Requirements**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements entail stamina in walking, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements entail continuous stamina in sitting, standing, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc...
- This position requires the ability to operate a PC/Laptop and to enter & retrieve information from a computer.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.

*[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

### **Working Conditions:**

- May be required to work at events outside the office.
- May be required to visit construction sites.
- May be required to work remotely
- May be required to work outside in various weather conditions.

Position Grade: *LB-9*

