

## **REGIONAL DIRECTOR OF COMMUNITY DEVELOPMENT**

Networks Northwest is seeking a dynamic and innovative leader to fill the position of Regional Director of Community Development. Competitive candidates will possess the skills, abilities and experience to lead a team of community development professionals in the support of local units of government in Northwest Lower Michigan.

### **The Organization**

Networks Northwest is a regional economic development agency that connects businesses, people, and communities. Our mission is to build stronger communities and enhance the quality of life in Northwest Michigan. The Networks Northwest Community Development Department's goal is to be a planning resource by enabling and supporting the region's ability to preserve and create economic prosperity.

### **The Position**

This position incorporates all aspects of regional planning program work. Keeping projects and programs on time and on budget is a key component of this opportunity. The Regional Director of Community Development will also develop programs that meet the needs of the organization, communities, and region, all while leading the department's team members to reach and exceed goals. This position offers a unique opportunity to work closely with communities and programs that directly affect the quality of life in Northwest Lower Michigan.

This position is directed by and responsible to the Networks Northwest Chief Programs Officer. The Regional Director of Community development is a key member of the Networks Northwest senior leadership team.

Requirements include:

- Bachelor's degree in urban/regional planning, economics, public administration or a related field
- Experience managing and forecasting department level budgets
- Ability to manage multiple programs and projects simultaneously
- Excellent verbal and written communication skills
- Experience and ability to conduct public presentations and meeting facilitation

- Experience facilitating multiple organizations towards accomplishment of a unified goal
- Ability to foster productive professional relationships at the local, regional, state, and federal levels
- Certification through the American Institute of Certified Planners (AICP) preferred

Responsibilities include but are not limited to:

- Serving as spokesperson, liaison, and representative on local, regional and state boards and associations
- Conducting research in general or specific project areas
- Writing and presenting formal reports, plans, grant applications, and correspondence
- Facilitating group discussions and/or conducting individual and group presentations
- Managing planning projects, program areas and writing reports
- Managing department contracts, invoices, and grant reporting
- Developing and administering all department and program area budgets
- Working in regional program areas relating to community development, natural/water resources planning, hazard mitigation, transportation planning, coastal zone management, and others
- Scheduling and conducting meetings with advisory boards and elected officials
- Interviewing, hiring, training, managing, and supervising all department personnel
- Willingness to occasionally work outside of normally scheduled office hours
- Willingness to engage in as-needed day travel throughout the region

### **The Location**

This Traverse City based position is located in one of the most desirable regions of Michigan.

The department's area of responsibility includes the ten counties of Emmet, Charlevoix, Antrim, Kalkaska, Leelanau, Benzie, Grand Traverse, Manistee, Wexford and Missaukee.

### **Compensation and Benefits**

This full-time position offers a yearly salary of \$65,000 - \$75,000. The Regional Director of Community Development is eligible for the following benefits; paid vacation and sick time, paid holidays, deferred compensation 401K retirement contribution, company paid medical, dental, vision and life insurance, yearly health savings account contribution, and access to agency vehicles for business related travel.

### **How to Apply**

Please e-mail cover letter, resume, and short writing sample to:

[terry.vandercook@networksnorthwest.org](mailto:terry.vandercook@networksnorthwest.org). Applications will be accepted until October 9<sup>th</sup>, 2020.

For questions regarding this position, please contact Terry Vandercook, Chief Programs Officer, Networks Northwest, at [terry.vandercook@networksnorthwest.org](mailto:terry.vandercook@networksnorthwest.org) or 231-929-5058.