

# STL PARTNERSHIP

## Community Development Project Manager

### **THE ORGANIZATION**

Our mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses, and institutions of the St. Louis region.

The St. Louis Economic Development Partnership marks a new era of collaboration within St. Louis by aligning regional efforts in business development, business finance, entrepreneurial support, and international trade services.

Today, the Economic Development Partnership provides a broader range of services than most agencies of its kind, boosting innovation and entrepreneurship, attracting and retaining companies, increasing the region's international reach, and revitalizing municipalities, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.

### **Accredited Economic Development Organization**



St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

### **THE POSITION**

The Community Development Project Manager serves as a liaison between businesses, community groups, and residents across the St. Louis region. The Community Development Project Manager oversees redevelopment activities of SLEDP in the St. Louis region, including redevelopment projects in conjunction with community partners.

### **Job Functions:**

- Represents SLEDP on committees and at project-related events. Provides technical assistance. Participates at a local level on committees focused on similar development activities and provides County support to municipalities, staff, residents, and others. Attends business associations, neighborhood and community meetings, or other business functions as appropriate to establish relationships.
- Interfaces with representatives of the County, municipalities, and other organizations/agencies to determine sites/areas appropriate for redevelopment. Coordinates and participates in meetings with municipal officials, staff, and residents to develop projects and secure the required approvals. Serves as community liaison of SLEDP.
- Assists in the organization and continuance of business associations in selected areas. Works with business associations to provide guidance and implementation of marketing/advertising efforts.
- Facilitates the attraction, retention, and expansion of Main Street businesses.

- Identifies funding sources, prepares and edits grant applications for a range of federal, state, and private funding sources. Secures all necessary approvals and required documentation utilizing agencies or outside protocols.
- Responsible for projects being managed. Ensures procurement in compliance with funder requirements and organization requirement, submits progress reports, monitors funds, and processes payment and change-order requests.
- Works in conjunction with the Departments of Planning, the Offices of Community Development, and municipalities to plan redevelopment activities. Prepares necessary documentation and oversees the process for designation of sites and areas for redevelopment.
- Coordinates redevelopment activities with other agencies and organizations working within the municipality in which the project is located. This includes working closely with the Vice President of the department and other departments, as needed.
- Assists property and business owners with permitting, zoning, physical improvement projects, and other regulatory issues. Coordinates with appropriate departments to ensure district compliance to applicable building codes, design standards, redevelopment, zoning, signage, health, and safety ordinances.
- Works Closely with the VP of the department, and other departments as needed, in all aspects of the contracting process to secure project consultant services, if needed.
- Acts as a liaison between various groups, boards, agencies, businesses, developers, commercial brokers, and SLEDP. Participate with community involvement meeting needs and manage projects.
- Develop strategy for neighborhood planning and public improvements to include independent studies, comprehensive plans, and implementation resources in partnership with the community.
- Identifies and assists in formulating plans to address issues in challenging areas.
- Creates and participates on community committees and task forces, where needed, to support long-term community and economic development projects.
- Must be able to balance multiple tasks, projects, and responsibilities, while maintaining a timeline for completion.
- Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

### ***THE NEED***

#### **Professional qualifications for this position include:**

**Education:** Bachelor's degree from an accredited institution in business, public administration/policy, planning, real estate, economic development or community development, or a related field.

#### **Qualifications:**

- A minimum of three to five years' experience in the public or private sector, in a leadership or project management position, or equivalent private sector consulting experience. Local government experience e.g. city management, economic development leadership, community planning leadership, is preferred.
- Possesses outstanding written and oral presentations and project management skills.
- Motivated and able to work with a variety of community groups, government agencies, community leaders, developers, civic organizations, strategic partners, and business owners.

- Possess outstanding written, oral and presentation skills.
- Working knowledge of grant writing, government financial planning, creative financing techniques, and the ability to develop a diversified network of funding organizations.

**INTERPERSONAL CHARACTERISTICS:** A strong passion for economic development, helping businesses, creating employment, and positively changing communities. Strong written and verbal communication skills are expected. The selected candidate should be a strong relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

### ***THE REWARD***

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>.

Also, applicants are encouraged to visit our website to learn more about the organization:  
[stlpartnership.com](http://stlpartnership.com)

*The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*