

Northwest Side CDC Job Description

Job title:	Community and Economic Development Manager
Supervised By:	Executive Director
Classified:	Exempt, Salaried, Full Time
Date:	November 2023
Salary Range:	\$55,000—\$60,000 based on experience and background

NWSCDC Background and Mission:

The Northwest Side CDC is a community-based, economic development organization that serves Belmont Cragin and the Northwest Side of Chicago. Our mission is to provide the Northwest Side and Belmont Cragin with the tools and resources to preserve affordable housing and prevent displacement, and provide business development assistance to local small businesses.

Position Summary:

The Community and Economic Development Manager will be responsible for supporting the overall economic development, business community engagement, placekeeping, special events, and commercial district stabilization and revitalization efforts for the Belmont Cragin neighborhood. Duties include planning, organizing, developing, and implementing economic and community development initiatives, capital projects, strategic and special projects that attract and retain culturally relevant businesses that meet the needs of the community. Performs various planning and research work, including activities related to job growth/retention, data collection & analysis, transportation, general community development, economic resiliency, and quality of life. Work involves developing local and/or regional level plans or programs, acquiring and deepening relationships with economic development professionals, communities, and councils; developing procedures for implementing and measuring progress made on operational plans or programs. As a resident-led and responsive organization, the Community and Economic Development Planner will rely on community relations and engagement in establishing goals and priorities within and outside of the organization, promoting the business and economic development interests of the community.

Essential Duties and Responsibilities:

- Researches, collects and furnishes information and materials on the neighborhood's location factors to business firms and companies seeking to locate in the neighborhood.
- Meets with local, city, and state organizations, developers, educational institutions, landowners and community members to learn the resources and needs of the community and promote the merits of economic development; plans special events for marketing the neighborhood.
- Meets with businesses and property owners; develops profiles; develops and maintains a positive relationship with businesses and property owners; and maintains communications to resolve business needs. Works with local organizations and elected officials to provide support to existing businesses.
- Provides professional economic and community development advice; assists in the application and permitting process, and serves as an advocate for economic development in line with the Avenues of Growth and Quality of Life Plans, zoning ordinances, and any community ordinances and plans that guide growth in accordance with goals established by the community.

- Support existing and creates new special events that celebrate the cultural richness and uniqueness of Belmont Cragin that also build brand awareness of local businesses and promote local spending.
- Creates and supports neighborhood branding and marketing efforts that tell the story of the community, connecting people to place.
- Joins city-wide and neighborhood-level groups to ensure that Belmont Cragin voices are heard and invested in. This includes: Transportation Equity Network (TEN), Zoning and Land-Use Assessment, 1ChiForAll, and any other neighborhood, city, or state level groups that will support economic investment and learning.
- Data entry, management, and reporting capturing the outputs and outcomes of the work performed that meets the requirements of funders, informs of and directs economic development strategies, and that communicates the impact of the work. This work will be captured, maintained, and reported on a monthly and annual basis or as directed by funders or special projects.
- Maintaining a high level of organization, detail, and orderliness to ensure efficient, effective, and accurate record keeping, storytelling, and reporting.

Other Duties

- Attend and actively participate in required educational programs and staff meetings
- Protect organization's value by keeping information confidential
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Perform other duties as assigned by supervisor

Qualifications:

- At minimum 2 years community and economic development experience in Latinx communities and LMI populations
- Experience with creating and implementing community programming
- Event coordination and event budgeting experience
- Thorough knowledge of laws, regulations, policies and procedures related to economic development, community development, and land use planning.
- Knowledge of the environmental and socio-economics implications of the planning process and statutes, laws, rules, and regulations affecting these functions.
- Thorough knowledge and skill in the design and facilitation of community engagement with the ability to tactfully engage with people from diverse backgrounds and build consensus among conflicted parties.
- Considerable skill in the collection, analysis, and presentation of data, recommendations, policies, and systems.
- Working knowledge of the principles and practices of community development, economic development and public sector planning.
- Ability to bring existing, establish new, and maintain effective working relationships with the city, elected officials, community groups, city departments, business owners, the development community, economic development practitioners, and the general public.
- Familiarity of Customer Relationship Management (CRM) tools, including Salesforce
- Knowledge of Microsoft Office tools, especially Excel, 365, and presentation software
- English/Spanish bilingual required

Work Environment:

- This position operates primarily in a professional office environment that is fully accessible

- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position can accommodate a hybrid of work from home and in office schedule. Staff is required to be present in the office three out of five working days throughout the week. Due to the nature of the position, there will be a significant amount of time spent out of office meeting with the community. Occasional nights and weekends availability is required based on the nature of this job and the related work.
- Workplace is a smoke- and drug-free environment

Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes