



## **City of Memphis and Shelby County Community Redevelopment Agency (CRA)**

**Position: Director of Community Building**

### **CRA Mission and Goals**

The City of Memphis and Shelby County Community Redevelopment Agency (CRA) was established to be a catalyst for the restoration of communities through removing blight and providing affordable housing. The CRA serves as a joint agency of Shelby County and the City of Memphis.

Our community-based approach to the redevelopment of neighborhoods needing reinvestment relies on Tax Increment Financing (TIF) as an important and strategic tool for implementing the goals of the agency, as well as, grant funding sources.

### **Position Overview**

This position reports to the CRA President, serves on the CRA leadership team, and works with CRA staff. In this role, the Director works to fulfill the mission of the CRA to remediate blight and provide affordable housing within the CRA's Tax Increment Financing (TIF) districts.

The Director leads community building, engagement, and community impact projects and programs for the agency. In this capacity, the Director works with the President to develop and manage projects and programs to accomplish community building. The Director manages programs and project budgets and is responsible for assuring compliance with TIF regulations and the adopted policies and procedures of the CRA including purchasing, compliance, equity, and public engagement and transparency. The Director works with the President to plan, manage, execute, and evaluate CRA's impact in reaching its defined goals. The position plays a leadership role in advancing collaborative efforts which will improve community conditions through meeting defined measures of success and collecting information that the President can utilize in effecting greater change and leading to more healthy neighborhoods. The Director is charged with the responsibility of being a catalyst for positive change in our communities by engaging with community stakeholders and residents to build consensus and achieve the objectives of the agency and of each community plan.

The primary responsibilities of this position involve supervising contractors, community partners, and CRA staff members at the direction of the President by the following:

## **Job Responsibilities and Tasks**

- Manage the community engagement initiatives by organizing events and establishing a slate of regular information programs and community advisory committee meetings to strengthen communication and collaboration among neighborhood residents and stakeholders including youth, seniors, religious organizations, nonprofits, businesses, law enforcement, support services, and educational groups
- Nurture channels of communication and feedback with community residents to gather accurate and timely information about issues facing residents, with a focus on collecting objective data which can be tracked and defining actions which can be taken to address these concerns
- Monitor and actively manage program schedules, budgets, and quantifiable performance measures to sustain momentum and achieve defined milestones
- Manage CRA initiatives aimed at improving and maintaining vacant land, removing debris and garbage from problem sites, and implementing strategies that will enhance the overall curb appeal of neighborhoods, in alignment with community plans and advisory committee input
- Collaborate with CRA staff in community impact and engagement through strategic thinking processes, assist in facilitating programmatic meeting; co-create and manage the departmental budget with oversight from the CFO
- Work with the Communications Coordinator and President to develop strategies that increase citizen engagement and understanding of the CRA's work and mission; speak publicly on behalf of the CRA, if requested by the President
- Participate in staff, committee, and Board meetings to share information, deliver reports, and respond to questions related to these responsibilities
- Support the President in meetings, preparation of reports and other internal operations of the agency
- Supervise CRA staff and consultants, as directed by the President
- Work with CRA staff, the community, and consultants to implement programs identified by the President
- Perform other duties as assigned by the President

## **Education, Experience, Knowledge & Skills**

- Bachelor's degree in Public Policy, Political Science, Urban Planning, Urban Studies, Sociology, or related field required
- Demonstrated experience in community organizing and engagement, particularly with diverse populations
- Master's degree in Public Policy, Political Science, Urban Planning, Urban Studies, Sociology, or related field preferred
- Minimum experience of at least five (5) years in community development or community planning required
- Managerial experience required
- Direct experience working with grassroots organizations focused on building healthy neighborhoods required

- Excellent skills with Microsoft Word, Excel, PowerPoint, Outlook required - with aptitude in Microsoft Project, ClickUp, or similar project management software preferred
- Proficiency in GIS and statistics preferred
- Aptitude in managing staff who use data to effectively communicate information and facilitate decision making
- Proficiency with Adobe PDF Pro, InDesign, and preferably a working knowledge of Adobe Creative Suite is a plus
- Excellent critical thinking and problem-solving skills
- Excellent communication skills, including ability to excel in a diverse environment
- Ability to represent the agency with complete integrity, avoid any conflict of interest (real and perceived), and maintain empathy / compassion to neighborhood residents and the general public
- Demonstrated time management skills with the ability to organize competing priorities and work independently with limited supervisory direction to meet deadlines

### **Physical Requirements to Perform Duties**

- Ability to sit or stand for extended periods of time and perform data entry and computer related tasks throughout the workday. Ability to make site visits throughout the communities the agency serves.
- Little or no lifting or physical exertion required

### **Salary Range**

The Director of Community Building position salary will be commensurate with experience. The starting salary is \$70,000. The CRA offers competitive benefits including, medical and dental coverage, paid time off, holidays, and a 401(k).

**The posting will remain open until filled. To apply, please send a cover letter and resume to [Andrew.Murray@CRAMemphis.org](mailto:Andrew.Murray@CRAMemphis.org)**