



Job Description

Position: Community / Economic Development Director

Summary

The Community and Economic Development Director leads initiatives that support business growth, downtown revitalization, housing, and quality of life in the City of Morenci. The position serves as Executive Director of the Downtown Development Authority (DDA) and Michigan Main Street. Responsibilities include grant administration, project management, business and development assistance, community engagement, public communications, and coordination of DDA-sponsored downtown events and activities.

Supervision Received

Work is performed under the general supervision of the City Administrator / City Clerk.

Responsibilities and Duties

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Develop and implement community and economic development initiatives consistent with City priorities, the Master Plan, and Downtown Development Authority (DDA) goals.
2. Serve as Executive Director of the DDA, supporting board operations, budget development and monitoring, work planning, and implementation of downtown programs and projects.
3. Serve as Michigan Main Street Director, working with the DDA to implement Engaged Level activities and prepare for and pursue a Select Level application. Coordinate work plans, community engagement, and activities with Michigan Main Street staff.
4. Plan and coordinate DDA-sponsored downtown events, promotions, beautification, and placemaking activities, including sponsorships, vendors, volunteers, and logistics.

5. Coordinate efforts to achieve and maintain Redevelopment Ready Communities (RRC) certification, including improvements to development procedures, resources, and public information.
6. Support business retention, expansion, and attraction. Assist businesses, property owners, and prospective developers with funding resources, available properties, and navigating City development processes.
7. Build and maintain partnerships and coordinate community development activities with businesses, community organizations, Lenawee Now, the Michigan Economic Development Corporation (MEDC), and other local, regional, state, and federal agencies.
8. Identify funding opportunities and prepare grant applications for community and economic development programs and projects.
9. Administer grants, including Community Development Block Grant (CDBG) and other funded programs. Prepare and negotiate program contracts in coordination with appropriate City officials, and oversee compliance, reporting, reimbursement requests, and closeout.
10. Manage community improvement and redevelopment projects from planning through completion, coordinating procurement, consultants, contractors, schedules, and work with City departments.
11. Develop and monitor program and project budgets, track expenditures, and coordinate financial documentation with City staff.
12. Coordinate community engagement and public input related to assigned community and economic development programs and projects.
13. Prepare the monthly City newsletter; manage and monitor City social media; and coordinate website updates, press releases, and public information about City programs, projects, and events.
14. Respond to inquiries, complaints, and requests from residents, businesses, property owners, and program participants regarding assigned programs and projects.
15. Prepare reports and recommendations and make presentations at City Council meetings, work sessions, DDA meetings, and other meetings as needed.
16. Perform other related duties and projects as assigned by the City Superintendent / City Clerk.

Employment Qualifications

- College Degree in applicable field of study preferred but not required.
- Two or more years of administrative or office experience preferred but not required.