



## Position Description: Community Development Fellow

CEDAM is seeking fellows to increase capacity in 10 municipalities across the state to implement community economic development projects, increase community engagement, and advance goals related to participation in the Michigan Economic Development Corporation's (MEDC) [Redevelopment Ready Communities](#) (RRC) Program.

The fellow position is a full-time, contractual position for a 15 month term starting June 2020.

### Host Communities

CEDAM is hiring fellows to work in the following communities\*:

St. Ignace	Frankenmuth	Shelby
Charlevoix	Cass City	Ypsilanti
Oscoda Township	Cassopolis	Mount Clemens

\*There will be one additional community in [Region 7](#), which is pending. Also, it is possible that chosen fellows will begin their work remotely, depending on the status of Michigan's Stay at Home Order.

### Scope of Work

The fellowship includes training and professional development on topics such as:

- Community economic development 101
- Redevelopment Ready Communities (RRC) best practices
- Working with boards and commissions
- Managing conflict and meeting facilitation

Fellows will also participate in statewide networking:

- Representing CEDAM and the MEDC at statewide conferences
- Attending five professional development days in Lansing
- Attending two statewide conferences

Fellows will complete projects that vary by community, but may include:

- Evaluating and updating the Development Review policy
- Assessing public and private land for viability as housing or Redevelopment Ready sites
- Researching lessons learned in other communities who have ventured into the provision of contracting for fiber service
- Creating a marketing plan
- Drafting an Economic Development strategy
- Managing a website redesign, including web designer vendor selection, designing and inputting content, coordinating public participation, and communicating progress

**The projects identified by each host community are available [here](#).**

The role includes but is not limited to:

*\*This will vary based on each community's needs, but the following is required for all fellows*

#### Partnership building

- Initiate and/or strengthen partnerships with community stakeholders
- Convene stakeholders to support project implementation, discuss progress, and identify possible areas of growth

#### Communications

- Develop a relationship with local news media (print, digital, radio)
- Formulate a local communications and media strategy to share about project progress
- Create content for social media and a CEDAM blog post to share project highlights

#### Research and Reporting

- Research best practices across the country to implement locally
- Create monthly, mid-year, and final reports detailing progress and accomplishments

### **Qualifications**

The appropriate candidate will have a strong interest and background in coalition building and/or community organizing, planning, community economic development, and communications or a combination of such interests. The appropriate candidate must possess strong verbal and written communication skills, excellent attention to detail, the ability to work within a team or as an individual and be familiar with the Microsoft Office suite and Google Applications.

### **Compensation**

This is a contractual position with a stipend of \$62,500, for the full scope ending after fifteen months. The contract requires monthly check-ins and reporting to monitor progress. This position requires statewide travel with fellows providing their own means of travel. Fellows will also be required to provide their own computer and software, internet, telephone, and any other technology required to complete the job. Contractors are responsible for their own payment of income taxes, as well as carrying business insurance.

### **To Apply**

Please send a resume, a cover letter describing how your experience directly relates to the list of desired qualifications above, and contact information for three professional references to [madeleine@cedamichigan.org](mailto:madeleine@cedamichigan.org) by the **end of day on Monday, April 27**. Please make it clear which community or communities for which you would like to be considered.

CEDAM does not and shall not discriminate against any employee or applicant for employment with respect to her or his hire, tenure, terms, conditions, privileges of employment, or any matter directly or indirectly related to employment because of her or his race, religion, color, national origin, age, gender, height, weight, marital status, or physical or mental disability unrelated to the individual's ability to perform the duties of a particular job or position.

### **About CEDAM**

CEDAM is a nonprofit trade association serving the community economic development industry in Michigan. Our members are nonprofit affordable housing developers, Main Street

organizations, community development organizations, community foundations, and municipalities, as well as other organizations working to ensure their communities are financially empowered, equitable, and vibrant. We host conferences and training events, manage programs, and offer funding and capacity building opportunities. CEDAM is also involved in advocacy at the state and federal level, working on consumer financial protections and community economic development issues.

CEDAM celebrates diversity of all kinds and is committed to providing a welcoming and non-discriminating environment for all who seek to work with us. Candidates can find additional information at [cedamichigan.org/about/careers](https://cedamichigan.org/about/careers).