



## CEDAM Community Development Fellowship 2021-22 Program Description

### GENERAL INFORMATION

CEDAM, in partnership with MEDC, seeks communities engaged or certified in [Redevelopment Ready Communities](#) to host a community development fellow for a fifteen-month placement, beginning October 2021. Fellows will support and advance community economic development goals. Fellow projects will improve organizational capacity, increase local collaboration, and remove barriers to development.

The current cohort of fellows made a significant impact in their communities in the first half of their placement. Between June - December 2020, fellows:

- Helped secure \$368,913 in funding for communities
- Interacted with 1,564 stakeholders, including community residents, commissions, and small businesses
- Engaged 182 volunteers

To learn more about fellow projects and accomplishments, check out the [Mid-Year Impact Report](#). Additional information and a final report from our first cohort of fellows is also available on our [fellowship webpage](#).

Organizations interested in hosting a community development fellow for the 2021 cohort should review the following requirements and complete an online application **no later than 5:00 pm Friday, April 23<sup>rd</sup>, 2021**.

#### *WHAT IS CEDAM?*

The Community Economic Development Association of Michigan ([CEDAM](#)) is a nonprofit membership association of community development corporations (CDCs), individuals, and other organizations interested in promoting and expanding community-based economic development across Michigan. CEDAM provides advocacy, resources, and training to organizations working to create vibrant communities.

#### *HOW WILL HOST COMMUNITIES BE CHOSEN?*

A panel will be formed to review community applications. This panel will include a representative from CEDAM, MEDC, and another statewide organization. One community will be chosen in each of Michigan's 10 Prosperity Regions, which can be found on this [map](#).



## COMMUNITY DEVELOPMENT FELLOW INFORMATION

The fellow position is a contractual position with funding of \$62,500, distributed in equal monthly payments, for the full scope ending after fifteen months. While the fellow will be based in the chosen community, this position requires statewide travel (if MDHSS COVID-19 guidance allows), 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. As contractors, fellows do not qualify for benefits.

Fellows will be in contract with CEDAM and managed by Sarah Teater, Program Manager. The contract requires that fellows complete monthly check-ins with the Program Manager and submit monthly reports to monitor progress.

Community development fellows receive extensive training and networking opportunities that build leadership and professional skills. Fellows will:

- Develop a work plan that outlines tasks and deadlines for their projects
- Meet with key stakeholders from the community, including the Downtown Development Authority, Chamber of Commerce, School District, major employers, nonprofits, and faith institutions
- Attend five professional development days in Lansing or a peer RRC community\*
- Attend two statewide conferences\*

Specific training includes:

- Community Economic Development 101 webinar series
- Redevelopment Ready Communities (RRC) Best Practices
- Using Trello for RRC
- Working with Boards and Commissions
- Social Media for Local Governments
- Managing Conflict and Meeting Facilitation

\*Professional development activities will be held virtually, as long as state guidance requires remote work when possible.

## HOST COMMUNITY INFORMATION

### *HOST COMMUNITY BENEFITS*

CEDAM will:

- Provide one full-time community development fellow to improve organizational capacity, increase community engagement, and implement community development projects
- Assist in recruitment and selection of the individual who will serve as a fellow



- Manage fellow payroll, travel reimbursement, training, and reporting
- Provide access to training opportunities on community development topics
- Ensure the fellow creates a transition plan for the long-term sustainability of their work

**REQUIREMENTS OF HOST COMMUNITY**

The host community must:

- Be actively working to reach or maintain RRC Essentials or Certification
- Identify a point person who will serve as a local supervisor and mentor for the fellow and as a liaison for CEDAM
- Participate in fellow interviews tentatively planned for August 2021
- Attend our series of five webinars on Diversity, Equity, and Inclusion in recruitment, hiring, onboarding and staff retention, tailored for fellow host communities and AmeriCorps host sites (monthly, starting in May and leading up to the fellow’s start date)
- Introduce the fellow to community stakeholders critical to advancing the fellow's goals and projects
- Provide adequate working space in a local office
- Schedule bi-weekly meetings with the fellow to discuss progress and offer guidance
- Document any performance or behavior issues and immediately report them to CEDAM

**REQUIRED HOST COMMUNITY CONTRIBUTION**

The fellowship funding model requires a financial commitment of \$6,000 from the host community. This funding can come from multiple local partners, which may include community foundations, local government, Kiwanis, Rotary Club, and the United Way. If the fee is not paid by the deadline, CEDAM reserves the right to assign the allocated position to another host community. CEDAM will not refund host community payments for any reason.

**RECRUITING A FELLOW**

Host communities are responsible for local recruitment and are expected to distribute the posting widely through their channels. CEDAM and MEDC will distribute the position widely through social media, email, and to our partners. CEDAM will also post the position on our job board, as well as through the Michigan Nonprofit Association and the Michigan Municipal League. CEDAM will also distribute information to higher education institutions with relevant degree programs. CEDAM and chosen host communities will work closely on interviewing and selecting the final candidate. CEDAM retains final decision-making authority on fellow hiring.

**IMPORTANT DATES**

April 23rd	Application deadline
May 10th	Host community selection & announcement
May 14th	Host community welcome webinar
May TBD	Recruitment training for host communities
June TBD	Fellow recruitment begins



June TBD	Host community interview training
July TBD	Host community fellow onboarding training
July 26th	Fellow application deadline
August 27th	Extend offers to fellow candidates
October 6th	Fellow's first day
October 14-15	Fellow orientation

#### *APPLICATION PROCESS*

Interested communities must complete an electronic application found [here](#) no later than 5:00 pm on **Friday, April 23<sup>rd</sup>, 2021**. **You will receive a confirmation email upon successful receipt of your application.**

If you have any questions about the application, contact Sarah Teater at 517-485-3588 or [teater@cedamichigan.org](mailto:teater@cedamichigan.org).