# CED Corps Member Position Description

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| **Position Title:** Economic Development Fellow | **Host Site:** City of Grand Rapids Economic Development Department |
| **Position Type:** Full time, 1700 hours | **Site Supervisor:** Rachel Gray, Assistant Director of Economic Development |
| **Slot Type:** Full term (11 months) | **Hours:** Full-time placement - 40 hours/wk |
| **Dates of Service:** Fall 2026-Fall 2027 | **Stipend:** $40,000 |

**CED Corps:**

CEDAM is seeking ten CED Corps members for the 2026-27 program year to be placed within host organizations in Michigan to effect positive change for residents, gain community development and economic development experience, and lead impactful local projects.

CED Corps members will serve full time in their host organizations during their 11 month term starting October 2026. CED Corps members will work directly with their host organization to implement planning and zoning best practices, increase community engagement, and support cross-collaboration at the local level.

As a CED Corps member, the added capacity you'll provide your host organization will allow them to achieve the community development goals they've set. This work supports the goals outlined by host organizations to improve the lives of the residents they serve for the better!

**About the Host Organization:**

The City of Grand Rapids Economic Development Department (EDD) oversees economic investment and redevelopment across Michigan's second-largest city, managing 11 different authorities and programs spanning brownfield redevelopment, tax increment financing, Corridor Improvement Authorities, land bank, and entrepreneurial support. Our mission is to grow community investment, economic growth, and local job creation. By leveraging incentives to attract private investment, we expand housing options and welcome new developers across the city. We support the growth of Grand Rapids' tech community through the SmartZone program and invest in thriving commercial districts through façade improvements, streetscapes, public art, and community events.

The department has seen rapid growth in both project volume and program complexity. In the last two years, EDD has grown its team by 57% and added several new programs, including Housing TIF, the Emerging Developers Program, and an Inclusion Plan, while working to build the internal systems and processes needed to support that growth.

**CED Corps Member Role and Responsibilities:**

- Reconcile and build out program data in Salesforce to improve tracking and reporting across TIF, brownfield, land bank, and other active economic development programs.
- Develop clear process documentation and standard operating procedures for core department workflows, supporting consistency as the team continues to grow.
- Support local businesses and corridors when public infrastructure projects cause disruption and collaborate with multiple departments on right of way projects.

- Assist Corridor Improvements Authorities with earning Michigan Main Street certification and leverage state programming to its fullest.
- Gain direct exposure to the department's full portfolio of economic development tools, including brownfield redevelopment, tax abatements, Main Street/Corridor Improvement Authorities, and entrepreneurial ecosystem support.

Participate in CED Corps member development through shared learning and collaboration activities, including an in-person orientation and final gathering. The CED Corps will also meet for monthly virtual trainings, and are expected to participate in one National Day of Service during their term.

**Evaluation and Reporting:**

- Members will complete midpoint and final evaluations over the course of their service term.
- Members will also submit bi-weekly timesheets, monthly reports, and quarterly narrative reports.

**Preferred Qualifications:**

The appropriate candidate will have a desire for service, strong interest and/or background in community economic development, planning, coalition building and/or community organizing, 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. CED Corps members are required to work the standard office hours of their host organizations.

The following skills are required of all members:

***No specific background or degree is required of CED Corps members!*** But a minimum of 2 years of experience in these types of situations in conjunction with some post secondary education is essential for success:

- Experience facilitating a meeting with people who have more experience than them
- Complete their work without someone reminding them to do it
- Experience overcoming obstacles in work situations in the past
- Experience managing multiple professional relationships
- Comfortable working outside of the typical 9 am - 5 pm to attend community events
- Ability to use or teach oneself new software in a fast-paced role with little oversight

**Minimum Qualifications:**

- Be 17 years or older at the start of service (no upper age limit)
- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US national, or Lawful Permanent Resident

**Compensation:**

CED Corps members must have their own means of travel within their community. Members will receive a living allowance of $40,000 distributed in even increments, bi-weekly. Members will receive student

loan forbearance for qualified loans, health care benefits, child care assistance upon eligibility, and continual professional development. Upon successful completion of service, an education award in the amount of $7,395 will be issued. Members will serve approximately 40 hours per week (a total of 1,700 hours during the service term). This position requires some statewide travel for CEDAM-required events & training; mileage to and from CEDAM required events will be reimbursed by CEDAM.

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