



# GRANDMONT ROSEDALE DEVELOPMENT CORPORATION

## **Position Available: Community Engagement Manager**

**Grandmont Rosedale Development Corporation** (GRDC) is a non-profit community development corporation working to preserve and improve the Grandmont Rosedale community of northwest Detroit through community and economic development. GRDC is currently seeking candidates for the position of **Community Engagement Manager**. The Community Engagement Manager will be responsible for the successful implementation of GRDC's community engagement activities, including placemaking and beautification projects, planning initiatives, resident engagement, and oversight of the Northwest Detroit Farmers Market. The Community Engagement Manager reports to the Executive Director and his/her duties include the following:

- Supervise staff, volunteers and serve as field supervisor to interns.
- Recruit and manage volunteers from to implement community based projects.
- Identify, implement and evaluate placemaking and beautification projects such as public art installations, community gardens/pocket parks, green infrastructure initiatives and community cleanups.
- Ensure residents are informed and engaged in city and community planning efforts impacting the Grandmont Rosedale neighborhoods.
- Represent GRDC at city, community and partner meetings.
- Provide direction and oversight to the Vacant Property Task Force and Community Security Task Force aimed at reducing blight, vacancy and crime in Grandmont Rosedale
- Maintain strong relationships with Grandmont Rosedale's five neighborhood associations and their leaders.
- Ensure resident voice and engagement across GRDC programs and activities.
- Supervise the contracted Northwest Detroit Farmer's Market manager.

### **Desired Qualifications**

- At least 5 years' experience in program or project management within a non-profit, government or relevant corporate setting
- Experience with proposal writing and grants management
- Knowledge of the community and economic development landscape in Detroit neighborhoods
- Demonstrated passion for community improvement
- Must be willing to work flexible hours, including some evenings and weekends

Applicants must be well organized, highly motivated and hard working. Applicants must have strong written and verbal communications skills and be able to work well with diverse people including consultants, community volunteers and government officials.

### **Salary and Benefits**

GRDC offers a competitive salary and benefit package, commensurate with experience.

### **To Apply**

To be considered, by **1/19/18** please mail or email your resume, the names of three references, and your salary requirements to:

attn: Sherita Smith, Executive Director  
Grandmont Rosedale Development Corporation  
19800 Grand River  
Detroit, MI 48223  
ED@grandmontrosedale.com

GRDC is an equal opportunity employer

---