



511 WEST VINE STREET
KALAMAZOO, MICHIGAN 49008
269.349.8463
www.vineneighborhood.org

Summary

Under the direction of the Vine Neighborhood Association, the Neighborhood Development Coordinator will have two primary areas of responsibility. The first will be to assist in the development and management of a property acquisition plan in which distressed Vine Neighborhood properties are purchased, rehabilitated and returned to beneficial use. The second is to assist in the development and implementation of neighborhood revitalization projects.

Essential Duties and Responsibilities

Develop and Implement Action Plan for property acquisition and rehabilitation.

- Develop pilot property rehab program
- Coordinate with state, local and federal sources to obtain distressed properties
- Seek outside resources to fund projects
- Implement third party resources into the rehab projects
- Oversee rehabilitation of properties
- Coordinate with City staff on ordinances, codes, and historic regulations
- Explore grass roots funding options to safely pool resources from private funders
- Develop strategies to fill rehabbed properties: home sale, rental, or lease to own.
- Manage properties
- Oversee building maintenance projects
- Provide opportunities for Vine renters to become homeowners through a home ownership incubator
- Create a skills bank of local craftsmen/trades

Development and implementation of neighborhood revitalization projects

- Coordinate with third party organizations to increase project activity in Vine
- Develop creative solutions to fight blight and troubled properties in the neighborhood
- Write grants to help fund neighborhood revitalization programs
- Navigate federal and other regulations to ensure neighborhood improvements can flourish

- Attract local employers and institutions to develop similar programs such as the Home Ownership Program (HOP) or Bronson's B-HOP program for employees seeking to live in Vine
- Work with Landlords and Western to improve the quality of rental properties in Vine

Knowledge and/or Experience

The ideal candidate will have significant knowledge/experience in each of the following areas:(1) acquiring and rehabilitating distressed properties in keeping with local and state codes and historical standards; (2) Property management; (3) grant writing; and (4) working with local, state and/or federal agencies in obtaining resources for neighborhood development.

Candidates who possess exceptional qualifications and experience in one or more of these fields will be considered with the understanding that deficiencies may be remedied through further training.

Knowledge, skills and abilities

- Knowledge of community development strategies
- Knowledge of building codes, landlord and tenant law and historic building standards
- Ability to manage projects as needed
- Knowledge of local conditions and resources
- Ability to manage contractors and ensure timely and quality delivery of service
- Ability to perform multiple tasks and produce accurate work within deadlines

Proficiency in the use of computers for:

- Microsoft Office Word
- Excel
- E-mail
- Internet

Travel

Depending upon level of training and previous experience, the Neighborhood Development Coordinator may be required to travel to obtain additional training.

Closing Date for Applications: *interested and qualified candidates should email a cover letter and resume to*

Steve Walsh at info@vineneighborhood.org

Applications must be received by Friday, July 1st, 2011

Salary: \$30,000.00 Plus a benefit package.