



POSITION POSTING

Special Projects Manager

Position Summary: We're looking for someone special who has worked with construction professionals and has built positive relationships in their community. The Special Projects Manager is an hourly position with varying hours (20 to 30/week).

- Coordinates implementation of placemaking and construction projects of the Community Foundation and the Michigan Avenue Corridor Improvement Authority (MACIA)
- Builds relationships with and acts as liaison to all partners and stakeholders, including affected residents, property owners and businesses
- Manages financial and administrative requirements of the projects and MACIA
- Seeks and coordinates public funding opportunities

Position Requirements:

Education: - A bachelor's degree is required

Experience In:

- Building authentic relationships with stakeholders and partners; community organizing
- Coordinating construction or other physical projects
- Working with construction professionals
- Working with municipalities
- Urban planning
- Identifying public funding sources and grantwriting
- Budgeting and project accounting

Knowledge, Skills and Abilities:

- Superior organizational and multi-tasking skills
- Excellent verbal and written communication skills
- Excellent listening and interpersonal skills
- Excellent judgment and creative problem-solving skills
- Works both collaboratively and independently; self-managed and self-reliant
- High attention to detail
- Ability to make decisions in a changing environment and anticipate future needs
- Energetic, flexible, proactive
- Proficiency with Outlook (email and calendaring) and Microsoft Office (Word, Excel)
- Professional manner and appearance
- Ability to represent the Foundation and MACIA with sensitivity, patience and a pleasant personality while working with the community
- A commitment to improving our community

Other Position Requirements:

- A valid Michigan driver's license is required. This position will include local travel.
- This work will be done at various times of the day and evening.
- Often the work environment will be outdoors in all types of weather.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Compensation: Competitive hourly rate

Send resume and cover letter to: Kristin Rogers at the Capital Region Community Foundation
krogers@ourcommunity.org