

Director

Greenbush-Vilas Neighborhood Revitalization

Location:

Madison, Wisconsin, 53715, United States

Category:

Housing / Economic Development – 3 year contract

Director

The Director is the chief operating executive responsible for the general management of the corporation. This individual is specifically responsible for all interactions involved in Greenbush Vilas Revitalization and its Advisory Board, including working with community organizations, lenders, developers, existing and potential business operators in furtherance of the mission of Greenbush Vilas Revitalization. In order to facilitate the coordination of business, development and community services in Greenbush Vilas, the Director is involved with the City of Madison and the Chamber of Commerce.

Specific Duties and Responsibilities:

- Administers the corporation and its programs in accordance with the policies and priorities established by the Advisory Board.
- Is responsible for all grantwriting and fundraising activities of the organization.
- Initiates and maintains an active referral network with neighborhood organizations, developers, businesses, brokers, property owners and lending institutions.
- In cooperation with local realtors, is knowledgeable of development opportunities, including property statistics and ownership information.
- Identifies and creates partnerships with developers, investors, property owners, economic development and other community-based organizations in the community.
- Maintains good working relationships with educational institutions, community organizations and elected officials around issues of community development, job creation and community quality of life.
- Promotes Greenbush Vilas to prospective businesses, developers and the general public.
- Promotes the dissemination of accurate information through the use of newsletters, websites and public meetings.
- Conducts community forums on issues affecting the community and economic development of Greenbush Vilas.
- Supervises interns, consultants and committees.
- Acts as a consultant regarding issues of management, strategic and business planning for the City of Madison and the Chamber of Commerce.

Accountable for the progress and success of:

- Continuation of the Healthy Neighborhood Initiative for workforce housing
- Formation of the Community Development Corporation
- Completion of Klief Park Reinvestment
- Execution of Mills Street Property Redevelopment
- Commercial Project Development for Regent Street

Requirements:

- Bachelor's degree in management, finance, urban planning, real estate or related field.

Masters degree preferred.

- Three or more years of urban planning, community development or real estate experience with supervisory responsibilities.
- Superior communication and negotiation skills.
- Knowledge/experience with tax credits preferred.

Reports to:

- Advisory Board. Chairman is immediate supervisor.

Compensation:

- \$60,000-\$65,000
- Full-time position

To Apply:

Submissions must be sent via email only. No phone calls or faxes will be accepted.

Please submit a cover letter and resume to fpetonic@meriter.com. Qualified candidates will be contacted via phone to receive more information on the position and, if appropriate, be scheduled for an in-person interview. Recruitment will close on July 29, 2011.