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## JOB POSTING — *NEIGHBORHOOD DEVELOPMENT SPECIALIST*

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**Position Description:** Riverworks is committed to developing a housing strategy which provides a supportive and resource-rich environment where low and middle-income families enjoy the benefits of housing stability. This is accomplished through data-driven strategies that provide quality, integrated services to residents pursuing homeownership and wealth building, and also by helping existing homeowners stay in their homes and benefit from emerging market trends. This position will directly support RDC's' goal to serve as a resource, coordinator and strategist for the rapidly changing housing ecosystem in the Harambee and Riverwest neighborhoods. This position reports directly to the Executive Director.

### **Position Responsibilities & Activities**

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- Connect homeowners with home rehabilitation opportunities through familiarization with available resources, promotion and assistance with application process.
- Collaborate with the Riverworks' Financial Clinic through a referral process that triages resident and homeowner needs.
- Maintain a database of community contacts and homeowners in Salesforce
- Act as the Harambee North Targeted Investment Neighborhood (TIN) coordinator in partnership with the City of Milwaukee:
  - Coordinate community outreach meetings with the city and Financial Clinic,
  - Work with residents in the design and execution of Community Improvement Projects and other opportunities such as Love Your Block,
  - Promote the TIN homebuyer assistance program,
  - Attend TIN Coordinator quarterly meetings,
  - Assist in the coordination of annual Bloom & Groom plant sale.
- Provide Administrative support to the Harambee Neighborhood Improvement District (NID) #7:
  - Attend NID Board of Director meetings,
  - Manage the home repair program for the Harambee NID,
  - Assist in oversight NID website and communications,
  - Prepare materials as directed by the Board, including NID promotional documents, applications, letters and others,
  - Manage NID databases,
  - Organize Annual Meeting and Board Elections,
  - Provide resident feedback to Board,
  - Promote NID resources to homeowners,
  - Leverage other home rehab resources when possible.

- Provide Administrative support to the Reclaiming Our Neighborhoods (RON):
  - Conduct an annual Harambee housing survey of exterior housing stock conditions in collaboration with the RON coalition.
  - Identify research and track data collection opportunities that support a better understanding of residential real estate conditions, such as Map Milwaukee and the Multiple Listing Service (MLS).
  - Send out correspondence to property owners pertaining to the conditions of their properties with potential resources.
- Attend quarterly Take Root Milwaukee meetings and explore other partnerships that provide a platform in which to promote and advocate for RDC's target neighborhoods.
- Support organizational/resident-led initiatives such as the Harambee Quality of Live Plan in partnership with other neighborhood organizations related to housing issues and other neighborhood concerns.
- Other responsibilities as assigned by the Executive Director.

### **Skills, Knowledge and Abilities**

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- 1) Two years of work experience in neighborhood and economic development.
- 2) Strong organizational and interpersonal skills; ability to work independently as well as with a team.
- 3) Some experience collecting, maintaining and analyzing databases as it relates to residential real estate markets is a plus.
- 4) Maintain a data base of community contacts in Salesforce
- 5) Prepare and submit relevant reports; and meet outcomes of agreed work plans.
- 6) Work to identify community leaders who seek involvement in developing neighborhood and community projects
- 7) Construction background is a plus
- 8) Multi-task oriented; professional, dependable, respectful and patient.
- 9) Must be computer literate with a basic knowledge of Microsoft Office - in particular, Excel, Outlook, Word Strong verbal and written communication skills.
- 10) Interface with the RDC staff in order to ensure that our clients are receiving the appropriate services and information.
- 11) A self-starter who takes initiative and who is flexible.
- 12) Enjoy working with and for a diverse community, with strong interpersonal skills.
- 13) Must have a car and valid drivers' license with auto insurance.
- 14) Flexible schedule, available to work some evening hours and weekends.
- 15) Preferable to live in the City of Milwaukee.

Salary Range: \$46,000 - \$49,000 with a good benefits package

Availability: Position is open until filled

Please email resume, cover letter, references, and salary history to:

Darryl Johnson

Executive Director

Email: [darrylj@riverworksmke.org](mailto:darrylj@riverworksmke.org)

**Riverworks Development Corporation is an equal opportunity employer.**