

**Duluth Local Initiatives Support Corporation
Duluth Economic Opportunity Initiative
Coordinator**

Background:

Duluth LISC has been an integral part of this area's efforts to develop affordable housing and stimulate neighborhood revitalization since 1997. Its parent body, LISC, is a national nonprofit intermediary that provides financial and technical assistance to community-based organizations, public agencies and private (for-profit) entities focused on the redevelopment of urban neighborhoods and rural communities. The organization works in metropolitan areas throughout the nation to assist its various partners in comprehensive approaches to community revitalization. This includes: development of affordable multi-family and senior housing, homeownership opportunities, commercial enterprises, community facilities and various community-building programs such as employment, day care, health care and open space. Duluth LISC is one of eleven "sustainable communities" that national LISC has assigned to work on multi-faceted approaches to address local poverty issues. Duluth LISC, through its *Creating Neighborhoods That Work – At Home in Duluth* Sustainable Community Initiative is working in five core neighborhoods to implement neighborhood quality of life plans on poverty reduction and affordable housing.

Position:

Duluth LISC is seeking a coordinator/consultant to be responsible for the day-to-day operations of one component of its Sustainable Communities - the Duluth Economic Opportunity Initiative (DEOI). This contract is for a three-year period, contingent upon performance in meeting goals.

The DEOI is a partnership of public, private, and nonprofit organizations whose goal is to increase the incomes of low-income residents. To attain this goal of increasing incomes, DEOI will enter into three year contracts with community-based nonprofits who work in the areas of workforce development or microenterprise assistance and are committed to a poverty reduction effort.

A portion of the total DEOI budget comes from the City's Community Development Block Grant entitlement. The projects funded by these City funds are being overseen by City of Duluth Community Development staff. Projects funded by private and philanthropic funds will be overseen by Duluth LISC's coordinator/consultant.

The City of Duluth staff and the Duluth LISC coordinator/consultant will follow the same procedures as they administer these funds, and will work as counterparts to each other. The Duluth CD Office will be the location where the Duluth LISC coordinator/consultant is housed, the coordinator/consultant will report to the Duluth LISC Executive Director. A broad-based Advisory Board will provide guidance and oversight to all of the DEOI projects, regardless of specific funding.

The DEOI is modeled on Portland, Oregon's successful Economic Opportunity Initiative. The website for that program is: <http://www.portlandonline.com/bhcd/index.cfm?c=30143>

Responsibilities:

The primary duties of the coordinator/consultant position includes:

- Planning, organizing, and oversight of funded projects, and communicating project results to community stakeholders and other entities;
- Contract management of each funded project, including the negotiation of contract scopes of work;
- Program tracking, analysis and report preparation;
- Developing and helping implement strategic partnerships, which help achieve the program goals;
- Establishing and maintaining strong working relationships with and providing technical assistance to DEOI contractors;
- Assisting projects in meeting their goals, and at the same time holding them accountable when they do not meet contract goals;
- Assistance in securing private funds to grow, maintain and support the DEOI; and
- Coordinating events, meetings, and related activities.

Qualifications:

The successful candidate for this position will show evidence of the following characteristics:

- ✓ Knowledge of principles, practices, tools and techniques of program/project planning, budgeting, management, coordination, and analysis;
- ✓ Ability to apply sound creative problem solving techniques to resolve difficult program issues and challenges related to economic opportunity and poverty reduction goals;
- ✓ Ability to coordinate program activities with multiple diverse stakeholders (racial, ethnic, and a wide range of class or education,) to ensure consensus and meet critical internal deadlines;
- ✓ Ability to prepare clear, concise, and comprehensive reports, correspondence, and other appropriate documents, and present conclusions or recommendations clearly, logically, and persuasively to program stakeholders;
- ✓ Ability to prepare and research grant and other funding opportunities, and prepare related documents; and
- ✓ Commitment to working in partnership with others to develop and implement creative poverty reduction, workforce, and small business development strategies.

Contract Scope of Work

The contract wage will depend on the applicant's experience. Some travel is required. The program is currently funded for 2008-2010.

Please send cover letter, resume and a preliminary proposal with estimated cost of services by 5 PM on May 5, 2008 to:

Pam Kramer, Executive Director
 Duluth LISC
 202 W. Superior St. Suite 401
 Duluth, MN 55802
 Phone: (218) 727-7761
 Fax: (218) 727-7769
 E-mail resumes will not be accepted.

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