



## **CDAD Ecosystem Building**

### **Regional Housing Partnership Project Management Consultant**

#### **About the Opportunity**

Community Development Advocates of Detroit (CDAD), in partnership with Local-Initiatives Support Corporation (LISC), is building capacity in our ecosystem-building division, which works to develop a comprehensive, equity- and justice-centered community development system in Detroit. This work brings together community leaders and housing developers to address local and regional barriers to affordable and attainable housing, including communications, local policy, equity, development financing and more.

The Project Management Consultant will support implementation of the Regional Housing Partnership in Detroit as part of the [Michigan Statewide Housing Plan](#). They will play a critical role in the advancement of affordable housing and real estate development, and the promotion of racial equity and justice within the city. This role will encompass a range of responsibilities to ensure the success of our collective efforts.

- **Compensation:** \$50,000
- **Hybrid:** Virtually and at CDAD offices located at 440 Tech Town, Suite 201, Detroit, MI, 48221
- **Schedule:** Part-time; Flexible with most work happening between the hours of 9 AM to 5 PM, with occasional evenings or weekends depending on partner engagement opportunities.
- **Duration:** January-December 2024

#### **Primary Responsibilities**

##### **Stakeholder Management:**

- Maintain an up-to-date database of project stakeholders, including partners, organizations, and individuals.
- Track attendance at meetings, outreach efforts, and engagement with the project.
- Convene and coordinate the activities of the steering committee to ensure alignment with project goals and strategies.

##### **Communications:**

- Support outreach efforts to engage partners and stakeholders

- Issue invitations for meetings, events, and collaborative sessions.
- Assist in the development and execution of a communications strategy to keep stakeholders informed and engaged in the project.
- Compose updates for newsletter, website, and other external communications outlets

#### **Administrative Tasks:**

- Take detailed meeting notes during project-related meetings.
- Schedule and coordinate meetings, including arranging locations, video conferences, and related logistics.
- Follow up on action items and ensure that they are completed in a timely manner.

#### **Secondary Responsibilities**

##### **Project Management Support:**

- Track project timelines, milestones, and deliverables to ensure progress and adherence to set goals.
- Collaborate with LISC, CDAD and other project team members to monitor and manage project schedules.
- Identify potential risks and provide proactive solutions to keep the project on track.

##### **Creative Support:**

- Design and facilitate ongoing public-facing partner meetings and interim sessions to engage stakeholders and ensure transparency.
- Coordinate the distribution of surveys and analyze the collected data to inform project decision-making.

#### **Qualifications:**

- Minimum of 10 years of experience in affordable housing, community development, real estate development, and/or economic development, particularly within the context of Detroit, Michigan.
- Demonstrated commitment to promoting racial equity and justice
- Familiarity with collective impact models
- Excellent communication skills, with the ability to maintain constant and effective communication with project stakeholders
- Experience in scheduling meetings, coordinating working groups, and managing steering committees.
- Proficiency in project management, including tracking timelines, milestones, and deliverables
- Creative problem-solving abilities and the capability to design engaging public-facing meetings and surveys.
- Strong organizational skills and attention to detail.
- Proficiency in database management and stakeholder tracking.
- Ability to work independently and collaboratively within a team environment.
- Familiarity with the following platforms: Microsoft Office, Google Suites, Basecamp and Asana

- Bachelor's degree, master's preferred

This position plays a pivotal role in the success of the Regional Housing Partnership in Detroit. The consultant will report to the Senior Director of Community Development Ecosystem Building at CDAD and work closely with LISC, RHP co-lead, and various housing ecosystem partners to achieve the project's objectives.

Please send a resume and cover letter addressed to Angela Carlberg, Senior Director of Community Development Ecosystem Building at [info@cdad-online.org](mailto:info@cdad-online.org) by **January 1, 2024**.

### **About the Community Development Advocates of Detroit**

Community Development Advocates of Detroit (CDAD) has served as the leading voice for Detroit's community development sector for 25 years. As a membership centered organization with more than 100 dues-paying members, CDAD advocates for public policies and resources that advance the work of nonprofit, community-based organizations and resident-led groups in Detroit neighborhoods who are engaged in physical development, land use planning, community organizing, and other activities designed to stabilize and revitalize the quality of life in Detroit.

### **About Local Initiatives Support Corporation**

LISC Detroit is a local organization founded in 1990, within the Local Initiatives Support Corporation network that includes 38 offices in urban areas across the country as well as a rural office that serves more than 44 states. National LISC, founded in 1980, is the largest national community development financial intermediary, combining corporate, government, and philanthropic resources to help community-based organizations revitalize their neighborhoods.

### **About MSHDA**

The [Michigan State Housing Development Authority](#) (MSHDA), established in 1966, provides financial and technical assistance through public and private partnerships to create and preserve safe and decent affordable housing, engage in community economic development activities, develop vibrant cities, towns and villages, and address homeless issues.