



**City of Memphis and Shelby County
Community Redevelopment Agency (CRA)**

Position: Community Redevelopment Associate

Reports To: Director of Planning and Community Development

Supervises: None

CRA Mission and Goals

The City of Memphis and Shelby County Community Redevelopment Agency (CRA) was established to be a catalyst for the restoration of communities through removing blight and providing affordable housing. The CRA serves as a joint agency of Shelby County and the City of Memphis and was set up as an organization in 2017.

Our community-based approach to the redevelopment of neighborhoods needing reinvestment relies on Tax Increment Financing (TIF) as an important and strategic tool for implementing the goals of the agency.

Position Overview

The primary responsibilities of this position involve supporting other CRA staff members at the direction of the Director of Planning and Community Development by:

- Assisting in implementation of CRA's acquisition program, including identification and pursuit of properties as directed by the CRA's plans
- Assist in creation of property disposition strategies including writing and soliciting requests for proposals (RFPs)
- Assist in small area plans, block planning, and corridor plans, in furtherance of the community plans and with community engagement
- Assist in pursuit of additional funding to leverage the TIF funding for community projects and programs including researching and writing grant applications
- Compiling and analyzing demographic, economic and other descriptive data
- Performing spatial analyses and producing maps and charts in geographic information systems (GIS) and other software
- Utilizing spreadsheets and database management tools to communicate critical information to board members, elected officials, community stakeholders and the general public in furtherance of the CRA's goals and mission
- Providing administrative support for meetings, preparation of reports and other internal operations of the CRA

Job Responsibilities and Tasks

- Assembling and regularly updating real estate databases utilizing GIS and other software systems to track the status and condition of properties in support of the CRA's real estate acquisition/landbank program within TIF districts
- Draft and implement RFPs for the equitable and "highest and best use" disposition of CRA property including through the Uptown Lots Reimagined program and through drafting RFPs for development consistent with the community plans
- Performing GIS and spatial analyses and preparing reports as part of the CRA's efforts to evaluate potential TIF projects
- Managing and publishing analyses in written reports and on the CRA website for presentation to varied audiences
- Assist in reviewing draft reports and providing feedback to staff regarding TIF Applications to assure compliance with applicable CRA regulations and requirements
- Regularly attending community and project meetings as requested by the CRA President and Directors as part of carrying out these responsibilities
- Preparing meeting minutes, summaries, internal reports, and other administrative tasks
- Maintaining project schedule and tracking the completion of project deliverables
- Performing desktop publishing tasks including the formatting of charts and tables, preparation of mapping exhibits and carrying out other document design, proofreading and editing tasks in support of project teams
- Participate in internal meetings and support internal agency operations including selection of vendors for certain tasks and projects
- Participate in and provide support to staff for community outreach meetings; cultivate and maintain relationships with community stakeholders to build better communication and gather information essential to completing data analysis tasks
- Provide support for new projects and initiatives identified by the CRA President, including pursuing additional funding through grants and other sources
- Be responsible for maintaining and protecting potentially confidential information
- Coordinate and support internal document control and management tasks in support of other CRA staff members

Education, Experience, Knowledge & Skills

- Bachelor's degree in Urban Planning, Real Estate Development, Community Development, Urban Studies, Geography, or related field is preferred
- Combined education or work experience of 5 years in community development, community planning, or project management is preferred
- Excellent skills with Microsoft Office including Word, Excel, PowerPoint, and Outlook is required
- Experience in ArcGIS including ArcGIS desktop and online versions, ArcCollector/ArcGIS Field Maps (or similar), and web interfaces is preferred
- Proficient with Adobe PDF Pro, InDesign, and preferably a working knowledge of Adobe Creative Suite is preferred
- Critical thinking and problem-solving skills is required
- Excellent communication skills, including ability to work in a diverse environment is required
- Ability to represent the agency with complete integrity, avoid any conflict of interest (real and perceived), and maintain empathy/compassion to the neighborhood residents and the general public is required

- Demonstrated time management skills with the ability to organize competing priorities and work independently with limited supervisory direction to meet deadlines

Physical Requirements to Perform Duties

- Ability to sit or stand for extended periods of time and perform data entry and computer related tasks throughout the workday
- Little or no lifting or physical exertion required

Salary Range

The position salary will be commensurate with experience. The starting salary range is \$45,000 to \$60,000. The CRA offers competitive benefits including, medical and dental coverage, paid time off, holidays, and a 401(k).

The posting will remain open until filled. To apply, please send a cover letter and resume to Andrew.Murray@CRAMemphis.org