Community Development Associate

CRA Mission and Goals

The Community Redevelopment Agency (CRA) is a mission-driven organization established by the City of Memphis and Shelby County dedicated to revitalizing neighborhoods, expanding housing opportunities, and creating generational wealth throughout Memphis and Shelby County. The CRA works at the intersection of public service, community investment, and neighborhood development to improve the quality of life for residents across the neighborhoods we serve.

Our community-based approach to serving neighborhoods needing reinvestment relies on several critical sources of funding including state and federal grants and, most importantly, Tax Increment Financing (TIF), for implementing community-based development that creates generational wealth.

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 creation of property disposition strategies including soliciting requests for proposals (RFPs)
- Assisting in creating small area plans, block planning, and corridor plans, in furtherance of the community plans and with community engagement
- Assisting with affordable housing programs, including new home construction, home repair, and missing middle housing, as needed
- Assisting in pursuit of additional funding to leverage the existing funds for community projects and programs including researching and writing grant applications
- 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

- Assisting in implementing the reuse of vacant properties for development consistent with the community plans

- Managing and publishing analyses in written reports and assisting with tracking of grant activities
- Preparing meeting minutes, summaries, internal reports, and other administrative tasks
- Maintaining project schedules and tracking the completion of project deliverables (the CRA utilizes task management software ClickUp)
- 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 developers and 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
- Assisting with acquisition and disposition of properties including working with landowners, land banks, and emerging developers
- Coordinate and support internal document control and management tasks in support of other CRA staff members

Education, Experience, Knowledge & Skills

- Excellent skills with Microsoft Office including Word, Excel, PowerPoint, and Outlook are required
- Critical thinking and problem-solving skills are required
- Excellent communication skills, including ability to work in a diverse environment are 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 are required
- 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 five years in community development, community planning, or project management is preferred
- Proficiency with Adobe PDF Pro, InDesign, and a working knowledge of Adobe Creative Suite is preferred
- Experience writing or managing grants is preferred
- Familiarity with ESRI or other Geographic Information Systems (GIS) is preferred
- Proficiency in Spanish or other language is a plus

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
- Some lifting or physical exertion is required
- In office – not a remote or hybrid work position

- Background check required prior to employment

Benefits

- Competitive Pay (Starting at $60,000 annually, depending on qualifications)
- 14 government holidays observed
- 18 days of Paid Time Off annually
- 401(k) plan with match
- Medical, Vision, Life and Dental Insurance

Join Our Team!

This is a unique opportunity to work with one of Memphis's most impactful community-focused organizations during an exciting period of growth. If you are passionate about serving the community through revitalizing neighborhoods, helping create generational wealth, and working with a diverse team of thoughtful and empathetic public servants, we encourage you to apply.

If interested, please send both a cover letter (explaining in your own words why you would like to work with our team and how you are qualified for this position) and a resume to Andrew Murray, CRA President at Andrew.Murray@CRAMemphis.org.

Only applications that include both a cover letter and a resume will be considered. Applications will be evaluated beginning August 21st with the position open until filled. Interviews will be held at the end of August, with ideal starting date in early September**.**