

# Community Development Project Coordinator Position Description

## About the Position

**Title:** Community Development Project Coordinator

**Reports to:** Joint committee, *UC Special Projects Committee*, with representatives from local government and county leaders including the town councils of Liberty and West College Corner, County Commissioners or Council, and Union County Foundation.

**Overview:** Local government officials and leaders in Union County, Indiana have joined together to create this new, unique opportunity to partner with a dynamic individual that will strive to bring about positive change in the communities of Union County. The primary role of this leadership position is to work alongside communities, local government officials, and leaders, and funding entities to ensure stability of financial resources to meet the strategic initiatives set forth by local government and leadership which includes developing a stronger, more sustainable community.

## Essential Duties & Responsibilities

1. **Lead initiatives to acquire grants and other sources of revenue** to improve the communities within the county, from pre-award research and evaluation to post-award administration and close-out.
2. **Position the towns and county to be eligible for grants and other community-improvement funds** from federal, state, local, and private entities by developing and implementing strategic initiatives, policies, and complex reporting and planning.
3. **Advocate and advise strategies for community development** by studying community problems, needs, and concerns; generating new ideas and presenting information and recommendations to local officials; and developing and executing vision and priorities of the communities within the county.
4. **Serve as an ambassador for the communities and county** and their initiatives, creating working relationships with representatives from local government and funding entities, by scheduling and attending meetings, conferences, and special events; manage internet presence as authorized; and by promoting collaboration and goodwill among all parties involved in community development activities. This position will also serve as the principal resource and contact for subcontractors to ensure fiscal compliance of financial awards.

## Preferred Qualifications (Education, Knowledge, Skills, and Abilities):

- Bachelor's Degree from accredited university or college required
- three years of professional experience relevant to position responsibilities, including extensive public interaction
- ability to work with minimal supervision, including prioritizing workloads to meet deadlines
- ability to build relationships with diverse audiences and stakeholders

- demonstrate strong communication, creativity, collaboration, problem-solving, and critical thinking skills
- ability to adhere to strict privacy and confidentiality
- advocacy and networking skills
- research and report-writing skills, and the ability to interpret or present data
- knowledge and understanding of community and social issues
- political, social and negotiating skills
- an understanding of how public sector bodies work
- compassion and the ability to empathize with people's life experiences, good listening skills
- fundraising experience
- ability to travel with valid driver's license

## Additional Position Information

**Location of Work and Employment Status:** This full-time position will have a hybrid location-of-work option. Approximately 50% of time can be conducted remotely and may include travel to and attendance of regional and state meetings. The balance of work will be conducted in person in Union County, including established office hours and attendance of monthly local government meetings and joint committee meetings.

This position will provide services for funding entities as an independent contractor. Appointment will be for one year with the opportunity for renewal upon satisfactory annual review as determined by the joint committee overseeing the position.

**Compensation:** Annual compensation for this full-time position will be \$60,000. There is a potential to earn commission for grants awarded, if permitted by grant and in accordance with the state law. Commission from grants will be limited to those discovered and pursued by this position.

## About Union County:

### Location & Demographics

Union County is in the southeastern region of Indiana, and is situated minutes from Miami University of Oxford, Ohio and less than an hour's drive from Cincinnati and Dayton, Ohio. The county encompasses approximately 161 square miles on the eastern border of Indiana and is home to over 7,000 residents and Whitewater Memorial State Park and Whitewater Lake. The 200-acre lake provides access to Brookville Reservoir, and other recreational facilities, that experiences over one-million visitors each year. About 51% of the population of Union County is below the age of 45 and unemployment rates are currently the lowest in the state of Indiana.

### Government Officials & Leadership

Liberty and West College Corner are the two largest towns in the county and are governed by their elected officials serving on their town councils, made up of five and three elected officials, respectively. County government is made up of two tiers of officials. County Board of Commissioners are the primary executive and administrative office for the county and is made up of three elected officials. The Union County Council is the primary fiscal decision-making body for Union County and is made up of seven elected officials. Union County Foundation serves the county as a community leader focused on attracting and retaining residents, among other initiatives. The mission of the Union County Foundation

is to assist donors in building and preserving perpetual charitable funds; to meet the changing needs of our community and to enrich the quality of life for the residents of Union County.

TO APPLY:

Send letter of interest, resume, and names and email addresses of at least three references to:  
[ross.keasling@libertyin.gov](mailto:ross.keasling@libertyin.gov)