

**POSITION: Community Development Manager**

**COMPANY: Northeast Florida Regional Council, Jacksonville, Florida**

**DESCRIPTION:**

The Northeast Florida Regional Council (NEFRC) is hiring a Community Development Manager. This is a management position that will oversee the Council's work on Planning & Growth Management, Transportation, Affordable Housing and other relevant projects and programs. This position will provide oversight to several staff members, including the implementation of programs and contracts, and management of deliverables. Of equal importance is the work to develop and maintain internal and external relationships with member local governments and partner agencies to further the work and service of the NEFRC.

**REQUIREMENTS:** The following skills are preferred:

- Knowledge and experience working with Florida's growth management policies and related Florida Statutes, specifically with Comprehensive Plans.
- Experience with writing and implementing comprehensive plans, zoning codes and land development regulations.
- Familiarity with community development issues – including affordable housing, transportation, economic development, etc.
- Demonstrated success in managing diverse programs.
- Experience in strategic planning and developing and implementing new programs and projects.
- Strong written, verbal, and public communication skills, including experience working directly with state and local officials, community groups and other related agencies.
- Ability to build consensus, think strategically and anticipate future trends and challenges.
- Ability to develop and manage budgets.
- Ability to plan, organize, direct and delegate the development of projects and maintenance of programs.
- Ability to resolve differences among competing points of view and develop commitment to mutually acceptable procedures and outcomes.

**EDUCATION:**

- Minimum: Bachelor's Degree from an accredited college or university with major course work in Urban Planning, Public Administration, or related field supplemented by eight (8) years of experience which includes 2-3 years of progressively responsible supervisory and management experience.
- Preferred: Master's Degree from an accredited college or university with a major in Urban Planning, Public Administration, or related field supplemented by five (5) years of experience; or a combination of education and experience that provides the knowledge, skills, and abilities for this job.
- ACIP certification is preferred.

**BENEFITS:**

Excellent benefits package available, including participation in the Florida Retirement System. Starting salary: \$75,000. Send resume to Northeast Florida Regional Council, Personnel Services, 100 Festival Park Avenue, Jacksonville, Florida 32202, or email [PS@nefrc.org](mailto:PS@nefrc.org). Position is open until filled. Smoke/Drug Free Workplace EOE/ADA Employer.