

**WASHINGTON UNIVERSITY SCHOOL OF MEDICINE
JOB DESCRIPTION
COMMUNITY DEVELOPMENT SPECIALIST**

DATE: November 2020

JOB CODE: 49640

GRADE:

FLSA:

Exempt

POSITION REPORTS TO: Washington University Medical Center Executive Director

DEPARTMENT: Washington University Medical Center

POSITION SUMMARY: Responsibilities include overall implementation of community and economic development strategies

PRINCIPAL DUTIES & RESPONSIBILITIES:

Essential Functions:

Community and Economic Development Coordination:

Under the direction of the WUMC Executive Director and other institutional representatives:

- Work with commercial district stakeholders to enhance economic development activities in districts within the WUMC service area.
 - Develop and manage databases that will advance economic development initiatives within the commercial corridors.
 - Develop and initiate partnerships with commercial district leaders, business owners, landlords and civic officials that will enhance economic development opportunities within the districts.
 - Work with neighborhood stakeholders to increase economic development activity in targeted neighborhoods.
- Serve as project coordinator for WUMC funding initiatives addressing safety/security and community development needs.
- In partnership with fellow WUMC Community Development Specialist, develop and implement a community outreach program design to increase engagement of neighborhood stakeholders in the community development process.
- Prepare appropriate periodic reports and presentations.

WUMC Real Estate Coordination

Under the direction of the WUMC Executive Director and other institutional representatives:

- Manage the neighborhood real estate holding for WUMC and its affiliated corporations.
 - Develop and implement contracts for maintenance and repair
 - Coordinate and maintain property inventories and reports
 - Oversee insurance coverage and compliance

- Serve as project coordinator for the acquisition and disposition of WUMC/affiliate-owned real estate for neighborhood stabilization and revitalization.

WUMC Office Team Duties:

Under the direction of the WUMC Executive Director:

- Provide technical assistance to neighborhood groups and stakeholders as needed.
- Attend appropriate neighborhood meetings to maintain a positive relationship with neighborhood residents and stakeholders.
- Assist the WUMC Executive Director with special projects and tasks as assigned.
- Maintain appropriate records and documentation of projects and programs.
- Assist with the development and production of the WUMC Annual Report.

JOB LOCATION/WORKING CONDITIONS: This position is housed in an off-site neighborhood community center with substantial contact with the public. The position requires some evening and weekend meetings.

CRITICAL SKILLS/EXPERTISE:

The environment in which this position operates is fast-paced and results-oriented. Close attention to detail and the ability to work with limited supervision is a must. This position requires an effective communicator with the ability to relate to individuals and groups from a diverse social-economic, racial, cultural and lifestyle backgrounds. Must maintain strict confidentiality and exercise discretion with dealing with various forms of information maintained by and routed through this office. The ideal applicant must be self-motivated, timely and well organized. The applicant must have the ability to exercise tact when coordinating work with other personnel, departments and community organizations. In many instances, this position provides a “first impression” of WUMC and its affiliate organizations to community groups and stakeholders.

The ideal applicant must have excellent written and oral communication skills, in-depth analytical skills and be proficient in basic computer operations using Windows, Excel, Power Point, and Word. (G.I.S. preferred)

MINIMUM EDUCATION & EXPERIENCE:

Minimum bachelor degree in Business, Social Work, Public Administration, Urban Planning or other related field and two years experience in community development is required.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel so classified.