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Northwestsidecdc.org

NORTHWEST SIDE CDC JOB DESCRIPTION

Position Title: **Community and Economic Development Manager**

Supervised By: Director of Economic Advancement

Classification: Full-time, Exempt, Salaried

Salary Range: \$55,000—\$60,000 commiserate with experience

Our Mission is to provide the Northwest Side and Belmont Cragin with the tools and resources to preserve affordable housing, prevent displacement, and provide business development assistance to local small businesses.

We develop and implement innovative community-based strategies that drive economic opportunity, build resilient neighborhoods, and ensure an equitable framework for the future wellbeing of Belmont Cragin and the Northwest Side of Chicago. We advance our mission by providing technical assistance and access to capital for small business owners, counseling for renters as well as community development and cultural place keeping work. These initiatives build wealth, prevent displacement, and empower community leaders.

Our Vision is a resilient Latine community where all individuals, families, and business owners are thriving economically and culturally. We are working toward a future where everyone has the resources and support to achieve their personal potential and see their dreams become a reality.

Our Values:

- *Resident-Led:* We center the voices and leadership of Belmont Cragin residents in every decision, ensuring community priorities drive neighborhood change. From board to staff, residents and program participants—the community is central to decision making and programming.
- *Responsive:* We adapt quickly to emerging needs and opportunities, meeting our community where they are with timely, relevant support.
- *Relational:* We build deep, trust-based relationships across sectors, believing collaboration is the foundation of sustainable impact. We believe strong relationships are built on mutual exchange, where giving and receiving hold equal value.
- *Innovative:* We pilot creative solutions that challenge traditional approaches to community and economic development. We are inspired by thinking outside of the box and we welcome new ideas and approaches.

- *Data-Driven:* We use metrics and lived experience together to guide strategy, measure impact, and continuously improve outcomes. We value both quantitative and qualitative measures to drive impact.

About the Position: The Community and Economic Development Manager supports neighborhood-based economic development initiatives through business engagement, placemaking, special events, and the coordination and implementation of commercial corridor stabilization and revitalization efforts throughout the Belmont Cragin community. This role works to advance priorities identified in the Avenues for Growth, Quality of Life plans, and Grand Vision Corridor Plan along with ongoing community feedback, to develop and implement strategies that strengthen local commercial corridors, enhance neighborhood identity, and foster vibrant, community-centered spaces.

Working closely with local businesses, property owners, residents, artists, community partners, and public stakeholders, the Community and Economic Development Manager helps lead projects that promote equitable economic growth and long-term neighborhood vitality. The position supports a wide range of initiatives including corridor activation, storefront improvement programs, public space enhancements, small business engagement, community outreach, vendor and event coordination, and the implementation of commercial development strategies designed to attract investment and increase economic opportunity within Belmont Cragin.

Duties include planning, organizing, developing, and implementing economic and community development initiatives, capital projects, strategic and special projects that are in line with equitable transit-oriented development and attract and retain culturally relevant businesses that meet the needs of the community. Performs various planning and research work, including activities related to job growth/retention, data collection & analysis, transportation, general community development, economic resiliency, and quality of life.

The Manager serves as a visible and collaborative representative of the organization in the community and plays a key role in building authentic relationships, coordinating cross-sector partnerships, and ensuring that development efforts remain responsive to the needs and culture of the neighborhood. This position requires strong project management, communication, and community engagement skills, as well as the ability to manage multiple priorities in a fast-paced, community-driven environment.

Job Responsibilities:

Management (40 % of time)

- Maintain a database of vacant and occupied commercial spaces in Belmont Cragin
- Establish and oversee a calendar of community events that engage businesses and residents
- Coordinate and manage community impact projects (CIP). CIP meets the direct concerns and needs of community members (businesses and residents) and requires considerable community engagement to identify, address and provide sustainable solutions.
- Prepare and report progress on projects, monitoring from planning to completion.
- Maintain centralized location of business corridor data and information pertaining to work outputs and outcomes
- Establishes, develops, and maintains effective working relationships with departmental staff, municipal employees, local business owners, and the public.
- Oversee and host various community engagement meetings to both understand needs and to discuss possible solutions.
- Collaborate with cross-departmental staff to implement corridor beautification and community revitalization strategies.
- Lead and coordinate placekeeping and placemaking initiatives that strengthen neighborhood identity, activate public spaces, and support community engagement.
- Cultivate and leverage strategic partnerships to identify funding opportunities that advance economic development efforts in Belmont Cragin.
- Manage the procurement and oversight of contractors and consultants to support the implementation of Community and Economic Development projects and initiatives.

Strategy (30 % of the position)

- Lead and execute neighborhood-wide initiatives that support placemaking and economic development.
- Conduct special research and/or analyze the economic activities of the Belmont Cragin service area, report findings and address needs through strategic activities.
- Support the development and implementation of marketing strategies for Belmont Cragin's commercial corridors
- Establish partnerships with city programs, neighborhood organizations, and other entities that are mission aligned, innovative, and that advance the Belmont Cragin commercial corridors
- Increase the presence of arts and culture driven initiatives, exploring arts and economic development programming that supports culturally-relevant placemaking and events
- Attract new businesses that are culturally relevant and that build on the vibrancy of the neighborhood

Engagement (20% of the position)

- Collaborate with local Aldermanic offices, and other elected officials, to support community and economic development
- Partner with local nonprofit organizations on their transportation equity and bike safety work
- Develop and manage community groups that support economic development and placemaking (artists, block clubs, Chambers of Commerce, community gardens, etc)
- Connect businesses to the resources of the NWSCDC and build awareness of the organization and its work

Miscellaneous (10% of the position)

- Attend and actively participate in required educational programs and staff meetings
- Protect organization's value by keeping information confidential
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Perform other duties as assigned by supervisor

Qualifications:

- A bachelor's or master's degree in urban planning, Economics, or similar major is preferred or years of equivalent experience.
- 1 to 2 years of prior community and economic development experience in Latinx communities and LMI populations.
- Experience with project management and program management.
- Experience with creating and implementing community programming
- Event coordination and event budgeting experience
- Ability to perform duties in an independent and self-directed manner
- A detailed-oriented person who thinks creatively, strategically, and collaboratively.
- Comfortable presenting to and collaborating with large community groups
- Knowledge of Microsoft Office tools
- English/Spanish bilingual preferred

Work Schedule:

Typical work schedule is 9-5 Monday through Friday. Based on need, evening and weekend work occasionally may be required.

Work Environment:

- This position operates primarily in a professional office environment that is fully accessible

- This position also involves occasional travels to locations throughout the neighborhood and city to meet and collaborate with partners.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines
- The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position is an in-person office role that can work hybrid one day per week as coordinated with their supervisor.
- Workplace is a smoke- and drug-free environment

Equal Opportunity Employer Disclaimer:

Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.