



JOB DESCRIPTION

This document is used to provide a basic description of essential duties and other work elements

Job Title: Redevelopment Commission Project Manager	
Department: Delaware County Redevelopment Commission	Position Fund Account
Division	Job Category:
Work Schedule:	Job Grade:
Reports to: Board of Directors, Specifically the President of the Board	
FLSA Status: Exempt - Contract	Effective Date:

Job Summary:

The Delaware County Redevelopment Commission Project Manager is responsible for overseeing and managing redevelopment projects in accordance with **Indiana Code 36-7-14**, which governs county redevelopment commissions. The Project Manager ensures efficient project execution, manages timelines, prepares board materials, and acts as the primary liaison with government agencies, businesses, and community organizations. This role is instrumental in supporting business retention and expansion while attracting new economic opportunities to Delaware County.

Essential Duties and Responsibilities:

Administrative Management

- Serve as the primary administrator of the Delaware County Redevelopment Commission, scheduling and managing all commission meetings.
- Prepare and distribute meeting agendas, reports, minutes, and related documents.
- Facilitate discussions and decision-making on redevelopment projects and initiatives.

Project Oversight & Financial Administration:

- Manage project timelines and ensure alignment with strategic redevelopment goals.
- Prepare and present claims for payment as part of board packet preparation.
- Oversee financial aspects, including Tax Increment Financing (TIF) funds, Economic Development Income Tax (EDIT) funds, and Community Revitalization Enhancement District (CRED) funds.
- Ensure compliance with state regulations and county policies.

Communication & Stakeholder Engagement:

- Act as a liaison between the Redevelopment Commission and local, state, and federal government agencies.
- Engage with for-profit and nonprofit businesses, schools, towns, township trustees, and other key stakeholders.
- Work closely with legal counsel to ensure compliance and proper governance.
- Communicate effectively with board members, the business community, and the general public regarding redevelopment efforts and opportunities.

Strategic Development & Economic Growth:

- Support and implement initiatives aimed at business retention and expansion.
- Develop strategies to attract new businesses and investment to Delaware County.
- Identify and leverage funding opportunities for redevelopment projects.

Qualifications & Requirements:

- Bachelor's degree in Public Administration, Urban Planning, Economic Development, Business, or a related field, in project management, economic development, or government administration.

- Or 8-10 years experience in project management, economic development, or government administration with PMP certification or completion of Oklahoma University Economic Development Institute (OUEDI).
- Strong knowledge of Indiana state laws related to redevelopment commissions, specifically **Indiana Code 36-7-14**.
- Experience managing financial aspects of redevelopment, including TIF, EDIT, and CRED funds.
- Excellent written and verbal communication skills.
- Strong organizational and project management skills.
- Ability to work collaboratively with diverse stakeholders, including government officials, business leaders, and community members.
- Proficiency in Microsoft Office Suite and other relevant software.

Work Environment & Schedule:

- Primarily office-based, with some travel required to attend meetings and site visits.
- Regular evening meetings required for commission activities and public engagement.

Application Process:

Interested candidates should submit a cover letter, resume, and three professional references to amber12greene@gmail.com.

Applications will be reviewed on a rolling basis until the position is filled.