



Community Development Director

About Grand Rapids

Grand Rapids is a city in and the county seat of Kent County, Michigan, United States. It is the second-most populous city in Michigan, with a population of over 200,000, while the Grand Rapids metropolitan area, with over 1.18 million residents and is situated along the Grand River approximately 25 miles (40 km) east of Lake Michigan and is the economic and cultural hub of West Michigan. The city offers both the amenities of a growing metropolitan area and the accessibility of a close-knit community.

Honors & Recognition FY2025

#1 - LinkedIn Cities on the Rise 2025: The 25 fastest-growing U.S. metros for jobs and new

talent LinkedIn

#20 - Best U.S. Cities for Women in the Workplace Checkr

#20 - Best Run Cities in America WalletHub

#20 - 25 Best Places to Live, Quality of Life US News

Beer City 2025 USA Today

AARP Age-Friendly Community

#5 - Metros Where Young Homeownership is Most Accessible Consumer Affairs

#28 - Best Cities for Jobs, WalletHub

#40 - Best Place to Retire in the US, U.S. News & World Report

#40 - Best Cities to Buy a House in America - Niche

#41 - Best Cities for Young Professionals in America

Government

Under Michigan law, Grand Rapids is a home rule city and adopted a city charter in 1916 providing for the council-manager form of municipal government. Under this system, the political responsibilities are divided between an elected City Commission, an elected City Comptroller, and a hired full-time City Manager. The City Commission is made up of the mayor and two commissioners from each of three wards, for a total of seven commissioners. As one of the largest municipal organizations in Michigan, the City employs more than 1,700 full-time staff across 30 departments.

Vision: *Grand Rapids will be nationally recognized as an equitable, welcoming, innovative, and collaborative city with a robust economy, safe and healthy community, and the opportunity for a high quality of life for all.*

Mission: *To elevate the quality of life through excellent City services.*

Values: *The City of Grand Rapids' core values are embodied in its **strategic plan**, emphasizing equity, collaboration, customer service, innovation, and sustainability.*

Strategic Plan

Community Development Department

The mission of the Community Development Department is Building Great Neighborhoods!

We partner with community-based organizations, housing developers, and service providers by investing in programs and services that benefit low- and moderate-income persons, families, and neighborhoods. Financing is primarily through programs from the U.S Department of Housing and Urban Development to improve housing and economic opportunities and the living environment. Community Development operates programs that increase housing stability and access to affordable housing, improve housing and neighborhood conditions, and provide economic opportunities for low-and moderate-income residents and vulnerable populations.

We are also responsible for the implementation and oversight of the indigent defense system within the 61st District Court.

Community Development Director

The position involves high-level professional and managerial responsibilities for leading the Community Development Department. This includes planning, organizing, coordinating, and directing all department activities.

Key duties include:

- Administering federal and state grant programs,
- Running housing rehabilitation and homeownership programs, and
- Enforcing city ordinances.

The Director also oversees and evaluates the work of subordinate managers who handle operations, administration, code enforcement, and contract compliance.

Reporting Structure

The **Community Development Director** reports to the **Senior Managing Director of Community Services** and serves as part of the City's upper management team, contributing to the overall leadership of the organization.

The Director will:

- Directly supervise 3–5 staff members,
- Provide overall managerial leadership for the entire department with the support of two Assistant Directors, and
- Collaborate with a wide range of stakeholders, including nonprofits, private businesses, community organizations, and residents facing socio-economic challenges.

Essential Duties and Responsibilities

This job description intends to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans, organizes, prioritizes, and directs the activities of the department; assures the total operational effectiveness of the department.
- Establishes and implements operational policies, goals, and objectives for the department; assures operations and programs are carried out according to federal, state, and local laws, rules, and regulations.
- Develops long and short-range planning and needs assessments for the improvement of programs and services; leads the development of comprehensive plans; and develops innovative programs in accordance with federal guidelines.
- Prepares and presents the annual department budget; determines resource needs and financing requests; oversees budgetary administration.
- Plans and participates in technical and administrative studies and reviews reports of program needs and accomplishments; maintains records and prepares reports on a variety of subjects
- Oversees contract compliance for a variety of federal and state programs and develops and submits respective plans and reports as required
- Evaluates the work of subordinate managers and support staff; identifies training needs; provides counseling as needed; hires and disciplines, as necessary, all departmental employees.
- Develops and implements public information programs explaining the programs and development goals of the department.
- Represents the City on federal, state, and local legislative, program, and policy issues; presents the City's position on issues; provides information on city programs; makes policy, programs, and funding decisions as a member of boards and commissions; makes presentations at state and regional conferences.

- Monitors and analyzes federal and state legislation to determine impacts on programs and services.
- Reviews periodicals, legal developments, and other materials to keep abreast of developments in community development and code compliance work.

Required Education and Experience

Possession of a bachelor's degree in business or public administration, urban planning, or related field (master's degree desirable). Additionally, five (5) years of managerial experience in a field related to community development. An equivalent combination of training and experience may be considered.

The Ideal Candidate

The ideal person will be able to manage financially complex department operations, assess overall department effectiveness, and establish effective community development and code compliance programs. The position requires a proven track record of working effectively in a culturally and ethnically diverse community while coordinating activities with contractors, other government officials, business, and civic leaders, and explaining department activities to the media and citizen groups.

The successful candidate must uphold the highest level of ethics and integrity in performing work and representing the City. They will have demonstrated experience and a good record managing the federal Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grants (ESG) programs. The successful candidate will have proven experience leading housing and building code compliance and will be skilled in addressing complex issues among diverse stakeholders.

Knowledge, Skills, and Abilities

Knowledge of:

Modern principles, methods, practices, and equipment relating to community development, housing, and human services programs.

Federal, state, and local laws, regulations, and standards relating to community development.

Effective managerial practices and methods.

Extensive knowledge of federal housing and community development programs, including the Community Development Block (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grants (ESG) programs.

Skills

The successful candidate will have political astuteness, excellent writing skills, the ability to maintain relationships, the ability to work with community partners, and be able to engage well with the community.

Ability to:

Plan, organize, prioritize, coordinate, assign, and evaluate the work of subordinate managers and support staff. Maintain records and prepare reports.

Establish and maintain effective community development services and programs. Ability to assess overall departmental effectiveness in carrying out its mission.

Assess and define training needs for subordinate personnel. Ability to communicate effectively, both orally and in writing.

Salary

The City of Grand Rapids is offering a salary range between \$121,204.00 - \$159,189.00 annually, commensurate with experience, and a comprehensive benefits package. [Fringe Benefits](#): Relocation assistance available. For more information, check out the [City Brochure](#).

How to Apply

Interested applicants should forward a cover letter, 3 references, and a resume to: Joni@nationalcareergroup.com.

****The deadline to receive resumes is October 31, 2025****

The City of Grand Rapids is an Equal Employment Opportunity Employer.