



**SOUTH DIVISION-GRANDVILLE**  
CORRIDOR IMPROVEMENT AUTHORITY

**SOUTH DIVISION GRANDVILLE CORRIDOR IMPROVEMENT AUTHORITY  
(SDG CIA)**

<b>Job Title:</b>	Corridor Manager
<b>Organization</b>	South Division Grandville Corridor Improvement Authority
<b>Reports To:</b>	SDG CIA Board Chair, Committee Chairs, and City of Grand Rapids Economic Development Department
<b>Date Approved</b>	

**Position Summary**

The South Division Grandville Corridor Improvement Authority (SDG CIA) Corridor Manager (CM) is a dynamic, community-focused individual dedicated to leading efforts to promote thriving SDG CIA Corridors, which include the South Division and Grandville business districts. The CM is guided by the CIA objectives for vibrant, walkable business districts set forth in the SDG CIA Tax Increment Finance and Development Plan.

- The CM will receive support and direction from the SDG CIA board chair, Committee chairs, and the City of Grand Economic Development Department liaison to the SDG CIA board.
- Monthly Updates and directions will be provided by the SDG CIA Executive Committee and the Economic Development Department Liaison on specific initiatives.

The CM is responsible for helping the SDG CIA manage the Administrative, Business Development, Project Management, and Community Engagement needs of the business districts.

**Core Job Function**

**1. Project Management**

- Plan, coordinate, and support the implementation of projects aligned with the Design, Business Development, and Marketing committee workplans, ensuring integration across all program areas.
- Assist in executing comprehensive economic development and corridor revitalization strategies that strengthen commercial districts, support local businesses, and enhance neighborhood vitality.
- Manage multiple projects simultaneously, tracking timelines, budgets, deliverables, and performance metrics to ensure successful and timely completion.
- Coordinate and oversee vendors, consultants, and contractors, including procurement support, scope development, and performance monitoring.
- Support the implementation of place-based initiatives, including façade improvements, public space enhancements, and streetscape activation efforts.
- Assist in the administration of grant programs and incentive initiatives, including outreach, application review support, compliance tracking, and reporting.
- Collect, analyze, and report data on project outcomes, economic impact, and community engagement to inform decision-making and demonstrate program effectiveness.



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- Collaborate with municipal departments, partner organizations, and committees to align corridor projects with broader city planning and economic development goals.
- Ensure all projects and initiatives reflect the organization’s vision, mission, and commitment to equitable and inclusive community development.

**2. Business Development**

- Build coalitions and partnerships among business owners and residents, maintain an electronic, web-accessible, interactive business directory.
- Help businesses and property owners and provide referrals to organizations and the City of Grand Rapids departments, depending on the needs of the business.
- Assist business owners in resolving issues quickly and efficiently by using resources such as NetWork 180, GRFD, and GRPD.
- Promote, educate, and assist businesses with the application process for the SDG CIA Façade Improvement Program.
- Conduct annual surveys of the community to measure progress, gather census information on existing businesses, and identify what’s missing from the community.

**3. Administrative Services**

- Schedule, coordinate, and facilitate all SDG CIA committee meetings, including preparation of agendas, materials, and follow-up action items.
- Develop, organize, and maintain all SDG CIA documentation, ensuring a centralized and accessible filing system for reports, meeting records, and program activities.
- Coordinate board meeting agendas, presentations, and supporting materials, and track all deliverables to ensure timely completion and compliance with board requirements.
- Provide basic financial oversight support, including preparation, processing, and submission of invoices to the Economic Development Department, while ensuring accuracy and adherence to established procedures.
- Lead logistics, communications, and execution of corridor events, promotions, and activations that increase foot traffic, visibility, and economic activity.
- Manage and update SDG CIA communications platforms, including website content and social media channels, to ensure consistent messaging and community engagement.

**4. Community Engagement**

- Facilitate stakeholder engagement by working closely with business owners, property owners, residents, and community organizations to build consensus and advance corridor initiatives.
- Building awareness of resources and opportunities that address longstanding and pressing community issues.
- Facilitate meetings composed of local stakeholders to update progress and receive feedback on overall programming.

**Required Qualifications:**

- Demonstrated professional experience in **project management** and **community development**, with the ability to lead initiatives from planning through implementation.
- Sound judgment and decision-making abilities, including the capacity to assess challenges, evaluate options, and implement effective solutions.



- Self-motivated and proactive, with an entrepreneurial mindset and the ability to identify opportunities, take initiative, and deliver results.
- Ability to work independently with minimal supervision while effectively managing multiple priorities and deadlines.

**Minimum Required Knowledge & Skills**

- Demonstrated experience managing community-based projects, including planning, coordination, and stakeholder engagement, particularly with at-risk populations.
- Strong relationship-building skills to effectively collaborate with diverse partners, residents, and community stakeholders.
- Ability to oversee multiple projects simultaneously, ensuring timelines, deliverables, and outcomes align with organizational goals.
- Commitment to the SDG CIA's vision, mission, and core values, with the ability to integrate them into project planning and execution.
- Possession of reliable transportation and a valid driver's license.

**Geographical Work Location:**

The identified map of the SDG CIA: [Here](#)

**Working Environment:**

Generally administrative in an office environment, with the ability to navigate the two corridors often. This is a 40-hour-per-week position, Monday through Friday.

The Corridor Manager will meet monthly with the SDG CIA Board Chair and Economic Development Liaison to discuss agreed-upon outcomes and indicators.