

ECONOMIC & COMMUNITY DEVELOPMENT LIAISON

Rev. 07/20

Primary Responsibility:

The Economic and Community Development Liaison works with the Government and Community Relations team to develop and implement a comprehensive plan to engage MIBOR and its members in economic and community development efforts; providing support and assistance with talent attraction and business growth efforts to enhance community quality of life in central Indiana.

Specific Responsibilities:

1. Manage economic and community development investment priorities, establish metrics and track projects and engagements based on return on investment, efficiency, and connection to MIBOR Goals.
2. Identify and partner with various entities to improve quality of life as it impacts community and neighborhood stability and growth.
3. Collaborate with policymakers and community organizations in addressing issues that impact quality of place and talent attraction.
4. Staff MIBOR's Economic and Community Development Council and work directly with the National Association of REALTORS® or other sources as appropriate, to secure grant funding related to quality of place, smart growth, housing and homeownership, civic engagement, and neighborhood revitalization.
5. Build and maintain effective coalitions with other groups and associations focused on community development.
6. Gather and disseminate information affecting the community and real estate industry by attending various community meetings and partner functions.
7. Provide membership with information regarding current and future economic and community development initiatives in central Indiana.
8. Assist with curating relevant real estate industry information for dissemination to elected officials and leaders in community development.
9. Engage the association and its members in community engagement initiatives, including raising awareness of the role of placemaking.
10. Work closely with communications department to promote association initiatives in community development and assist with consumer campaign content.
11. Contributes to team effort by accomplishing related results as needed.
12. Leads other special projects at the request of VP Government & Community Relations.

Competencies:

- Excellent communication skills; both written and verbal
- Strong commitment to member service
- Strong presentation/public speaking skills
- Strong interpersonal skills; A professional countenance and demeanor
- Ability to develop positive working relationships with various community partners.
- Able to coordinate several projects simultaneously, organized, and attentive to detail.
- Able to work extended hours on occasion.
- College degree plus meaningful experience that has provided some exposure to government and or economic/community development, or equivalent experience.

Teams: Government & Community Relations Team

Reports to: Senior Vice President of Government and Community Relations