



Development Corporation of Austin

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**Job Description: Director of Community Engagement & Enhancement**

**Salary: \$65,000- \$95,000 annually**

**Location: Austin, MN**

**Job Type: Full Time** (may be eligible for flexible work arrangements)

**The position is open until filled with a priority deadline of February 16th, 2024.**

**Position Overview:**

The Director of Community Engagement & Enhancement is a leadership role responsible for overseeing and directing community development programs, projects, and initiatives aimed at enhancing the quality of life for residents in the Austin community. This role involves developing and implementing strategies to actively engage the community in comprehensive planning, foster partnerships with stakeholders, and promote sustainable development practices to improve the overall well-being and vitality of the area.

This position is responsible for leading a community leadership group, Impact Austin, made up of government, non-profit and private sector community leaders and will report to the CEO/President of the Development Corporation of Austin.

**Job Responsibilities:**

**1.) Community Vitality & Engagement**

- Develop and implement comprehensive community engagement plans to involve residents, businesses, community organizations, and other stakeholders in comprehensive planning for the City of Austin and Mower County
- Work with stakeholders to identify and prioritize high impact quality of life initiatives, such as public amenities, parks, recreational facilities, cultural opportunities, health services and social programming.
- Organize and facilitate public meetings, workshops, town halls, and other events to gather input, feedback and ideas from the community regarding development priorities and community vitality enhancement ideas.
- Utilize various communication channels, including social media, newsletters, and websites to ensure effective and inclusive outreach.
- Establish and maintain strong partnerships with community organizations, non-profits, businesses, educational institutions, and government agencies to leverage resources and expertise.
- Foster collaboration among stakeholders to create a collective and sustainable approach to community development.

## 2.) Comprehensive Planning

- Work with local officials, urban planners, and community stakeholders to develop long-term strategic plans that align with the community's vision and values.
- Ensure that community engagement and quality of life initiatives are integrated into the broader development plan and that they address diverse community needs.
- Serve as liaison to various City and County commissions, committees, and community organizations by attending meetings, presenting projects and providing direction and information.

## 3.) Resource Management

- Seek grants and other funding opportunities to support community engagement and quality of life enhancement initiatives.
- Monitor progress and impact of community engagement initiatives, collecting relevant data and metrics to measure progress.
- Prepare reports and presentations for local officials, city council, or governing bodies to communicate outcomes and achievements.

### Qualifications:

We're seeking a passionate, engaging individual who finds value in the important work that can be done for our community. The ideal candidate should possess or be able to demonstrate experience in the following areas:

- A Bachelor's or Master's degree in Urban Planning, City Planning, Community Development, Public Administration, Social Sciences, or a related field. However, experience in a related capacity may be substituted for educational requirement; therefore, all are encouraged to apply.
- Strong leadership and interpersonal skills with the ability to collaborate effectively with diverse stakeholders.
- Knowledge of urban planning principles, sustainable development practices, and community-based approaches to improvement and awareness of how different disciplines of community development interconnect.
- Excellent communication, presentation, project management and facilitation abilities.
- The ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.
- Ability to relate and work effectively with people from diverse cultural, economic and ethnic backgrounds.
- Familiarity with grant writing and funding opportunities for community development projects.

*DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the person responsible for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

Interested, qualified individuals may submit resume and cover letter to [info@austindca.org](mailto:info@austindca.org).

*About Austin, MN and Mower County:* Austin, a city of 26,000, is home to Hormel Food's corporate headquarters as well as the Hormel Institute, a world-class cancer research center. In 2015 Austin was named one of the "Top 10 Affordable Small Towns Where You'd Actually Want to Live" and one of the "Best Small Cities in America". Austin serves as the county seat of Mower County, home to some of the most robust agricultural production in grain and livestock in Minnesota and the US.

*About the Development Corporation of Austin:* The Development Corporation of Austin (DCA) is an economic development organization serving the Austin, Minnesota area since 1987. The DCA's mission is to work closely with public and private sector partners to aggressively market the area to attract new businesses and industries, as well as to support existing enterprises for the economic benefit of Austin and Greater Mower County. Learn more at [www.austindca.org](http://www.austindca.org)

*About Impact Austin:* As the placemakers, connectors, strategists, and activators for quality-of-life initiatives in Austin, MN, Impact Austin is a network of individuals and organizations dedicated to improving the community for those residing in, doing business in, and visiting Austin. We collaborate closely with community partners in the government, non-profit and private market sectors to ignite innovative and impactful actions, foster economic opportunity, promote resilient neighborhoods and support a thriving downtown.

**The Director of Community Engagement & Enhancement plays a vital role in fostering a sense of belonging and empowerment within the community. By spearheading projects that prioritize residents' well-being and by engaging stakeholders in decision-making, this role contributes to building a vibrant and inclusive community.**