**Riley Area Development Corporation**

**Job Description - Mass Avenue/Brookside Industrial Corridor Program Manager**

**Position Overview:**

Riley Area Development Corporation (RADC) is a non-profit community development corporation that has used affordable housing to transform urban neighborhoods in and near downtown Indianapolis.

The Mass Avenue/Brookside Industrial Corridor focus area covers 480 +/- acres of urban industrial redevelopment northeast of downtown Indianapolis along Massachusetts Avenue between 10th Street and Sherman Drive. This area has seen decades of disinvestment and has recently been targeted for the redevelopment of light industrial, business to business commercial, small fabrication and maker space.

RADC expanded services to the Mass Avenue/Brookside Corridor in 2015 to create economic and redevelopment opportunities, generate the interest of private investors, and create additional opportunities for the near east side and northeast side neighborhoods. This comprehensive revitalization program will be assessed annually. Funding for the position will be reviewed year by year.

The Program Manager is responsible for the development, facilitation, execution and administrative support of the Mass Avenue/Brookside Industrial Corridor Program. The Program Manager must be professional, entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in independent situations. The Program Manager is the primary contact person responsible for coordinating all Program activities and Program implementation, coordination of select projects and any other responsibilities deemed appropriate.

**Organizational Relationships**

* Reports to the RADC Executive Director.
* This position will work directly with Local Initiatives Support Corporation (LISC) staff, The Indy Chamber and City staff on a regular basis. Position will also have regular contact with property and business owners, community organizations and businesses as well as the general public.

**Essential Duties/Responsibilities**

* Execute the redevelopment plan for the Program, public awareness and educational programs designed to enhance the Program, and engage developers and property owners to reinvest in the Corridor. Keep the Mass Avenue/Brookside Industrial Corridor Program and its goals and objectives constantly in the public eye through speaking engagements, articles, networking, opportunities in the RUCKUS and media opportunities.
* Provides administrative support for the Mass Avenue/Brookside Corridor Program as directed by the RADC Executive Director, including administrative, clerical, and program management activities including preparation of meeting materials, scheduling, communications, documentation and outcome tracking.
* Assist in planning and coordinating Program projects, identify redevelopment sites, track parcel and program data, initiate due diligence, and complete project proformas.
* Provide leadership in developing the Program and financial plans and carry out plans and policies.
* Maintain a working knowledge of significant developments and trends in urban industrial development and maintain communication with other LISC Focus Corridor programs.
* Establish sound working relationships and cooperative arrangements with community businesses, groups and organizations.

Job Knowledge, Skills and Abilities

Excellent verbal and communication skills are essential for this position. Ability to establish and maintain effective working relationships and ability to analyze situations and recommend a quick, effective and reasonable course of action. Ability to analyze and interpret data; interpret policies and procedures; exercise tact and diplomacy when working with vendors, business owners and the general public. Computer experience with MicroSoft Word, Excel and Power Point is desired. Education and/or experience in the following disciplines would be a plus:

* Public Administration and Public Relations
* Strong financial and project budgeting skills
* Understanding of Urban Land Planning and Economic Development Planning
* Understanding of small business planning and business administration
* Real Estate Development

Salary will be based on experience and qualifications. If you are interested in this position please submit your resume including attached letters of recommendations to the following email address:

strickland@rileyarea.org