

<b>Position Title:</b> CNI Coordinator		<b>Date of Last Revision:</b>	
<b>Reports to:</b> Assistant Secretary - CNI Grant Director			
<b>Location:</b> 809 N Broadway		<b>Schedule:</b> No set schedule, position requires flexibility	
<b>Job Code:</b> 16	<b>Pay Grade/Range:</b> \$70,800 - \$113,200	<b>FLSA Status:</b> Exempt	
<b>Basic Function of Position:</b>			
<p>The Housing Authority of the City of Milwaukee, in partnership with the City of Milwaukee, received a 5-year, \$30 million Choice Neighborhoods Implementation grant that included approval of the Housing Authority's request for participation in the Rental Assistance Demonstration. The CNI Coordinator will assist the CNI Program Director in the general oversight of all grant activities and be the liaison between the Housing Authority/City of Milwaukee, CNI Partners and the U.S. Department of Housing and Urban Development to be sure that all of the work is being done in accordance with the grant agreement and all applicable regulations and requirements.</p> <p>This is a grant funded position and is expected to be completed within 5 years.</p>			
<b>Duties and Responsibilities:</b>			
<ol style="list-style-type: none"> <li>1. Assist the Assistant Secretary/CNI Grant Director in the overall CNI grant management.</li> <li>2. Coordinate and facilitate meetings with appropriate staff to ensure the effective implementation of activities in accordance with appropriate regulations and grant requirements</li> <li>3. Coordinate a collaborative process for the transformation of the CNI neighborhood into a community of choice by developing positive strategies and outcomes in three broad areas: Housing, People, and Neighborhood</li> <li>4. Collaboratively develop and implement time specific plans to resolve identified community issues that arise in the CNI implementation process.</li> <li>5. Assist with the creation and distribution of communications on CNI grant activities.</li> <li>6. Assist in securing funding and financing applications, including tax credit applications, to leverage the Choice Neighborhoods Implementation grant</li> <li>7. Collaborate with implementing organizations and other partners to revitalize the Westlawn housing development; improve access to economic opportunities; and leverage investments in well-functioning services effective, high-quality schools and education programs, high quality early education programs, crime prevention strategies, public assets, public transportation, and improved access to jobs, all to support positive educational, social and economic outcomes for residents of the Westlawn neighborhood</li> <li>8. Serve as liaison between the Choice Neighborhoods program stakeholders and the Westlawn Community leaders in the implementation of the CNI plan objectives</li> <li>9. Coordinate the collection of data, preparation and submission of reports required by HUD and other funding sources, including ensuring the timely reporting of data in CNInform system.</li> <li>10. Perform other related duties as assigned.</li> </ol>			

**Education:**

Bachelor's degree in Business Administration, Economic Development, Real Estate, Urban Planning or a closely related field. Master of Business Administration degree a plus.

**Work Experience:**

Requires a minimum of 5 years of related experience in neighborhood and community development; working with non-profit organization or government agency in managerial capacity.

**Type of Skill and/or Licensing/Certification/Registration:**

1. Must have working knowledge of neighborhood development, mixed- finance development, Low Income Housing Tax Credits and HUD regulations, including the ability to interpret HUD regulations.
2. Must be skilled in project management, reviewing and preparing proposals, negotiating and evaluating contracts and operating agreements.
3. Proven ability to management strict project completion and reporting deadlines is required.
4. Specific skills required:
  - Must have excellent written and verbal communication skills.
  - Group facilitation skills
  - Strong interpersonal skills
  - Good analytical, negotiation, and problem-solving skills
  - Strong time and task management skills
  - Genuine commitment and sensitivity to residents and community issues
  - Respect for economic and cultural diversity, experience working with diverse groups of people
  - Highly motivated and independent, yet team-oriented
  - Must be able to work some weekends and evenings and have reliable transportation
  - Computer and other standard office equipment skills, sufficient to prepare communications, proposals, prepare and submit funding applications, and email.
5. Must have a valid Wisconsin's Driver's license and personal automobile available for use on official business.

**Leadership/Supervisory Responsibilities:**

Directs two or more levels of supervisors/managers. Responsible overall for a distinct and independently structured department through subordinate management. This position typically reports to an executive staff.

**Independent Judgment/Decision Making/Problem Solving:**

Develops strategic direction, goals, plans, and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.

**Nature/Type of Contacts:**

Regular contact with others, including residents, landlords, general public, visitors, and authority personnel. Purpose of contacts is to explain, clarify, or interpret information. May handle confidential information and some complex matters.

**Working/Environmental Condition/Physical Demands:****Working/Environmental Condition/Physical Demands:**

Work is performed within routine office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting, or carrying objects of light weight may be required.

**Mental Requirements**

Requires the ability to process verbal information; understand written sentences and paragraphs in work related documents; and communicate with others to convey information effectively.

Requires the ability to follow complex instructions; think logically in following procedures and instructions; understand the implications of new information for both current and future problem-solving and decision making; and use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Requires the ability to compute, analyze, and interpret numerical data for reporting purpose.

Requires ability to continually interact with co-workers to provide information; work under stress with interruptions and deadlines.

I believe that the statements made above in describing this job are complete and accurate.

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Signature of Department Head or Designated  
Representative

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Signature of Incumbent