

Community Development Director

Position Summary

The Community Development Director leads community development administration for the Seneca County Collaborative. The role focuses on City of Tiffin Community Development Block Grant (CDBG) administration, Seneca County CDBG administration, and Seneca County Land Bank administration, including grant development, project implementation, compliance, financial documentation, and partner coordination.

The Community Development Director reports to the President & CEO and works closely with City and County officials, fiscal staff, the Land Bank Board of Directors, and appropriate Collaborative team members. The Director is responsible for ensuring the community development and Land Bank services assigned to the position are completed accurately, on time, and in accordance with approved grants and service agreements.

This hands-on leadership position combines detailed administrative work with project coordination, public meetings, and community engagement. The President & CEO provides overall supervision and direction, while the City, County, and Land Bank Board retain their respective approval and decision-making responsibilities.

Key Responsibilities

City of Tiffin CDBG Administration

- Leads administration of City CDBG awards assigned to the Collaborative, coordinating routine grant work with the City Administrator, City fiscal staff, and the President & CEO.
- Coordinates citizen participation requirements, project selection materials, and application preparation. The City selects projects and approves application submissions.
- Ensures assigned City CDBG implementation, compliance, reporting, and closeout responsibilities are completed, including coordinating approved staff and outside support.
- Prepares CDBG application and project updates for the City's consolidated quarterly reports, identifying upcoming deadlines, unresolved issues, and decisions needed from the City.

Seneca County CDBG Administration

- Leads administration of County CDBG awards assigned to the Collaborative, coordinating with County officials, fiscal staff, project contacts, and the President & CEO.
- Coordinates citizen participation requirements, project selection materials, and application preparation. The County selects projects and approves application submissions.
- Ensures assigned County CDBG implementation, compliance, reporting, and closeout responsibilities are completed, including required outreach to minority-owned and women-owned businesses and contractors.
- Prepares community development and CDBG information for the County's annual activity report, regular updates, and additional reporting requests.

CDBG Project Implementation & Compliance

Performs and coordinates the following services for assigned City and County CDBG awards, as applicable to each approved grant:

- Prepares budget and scope changes for executed grant agreements with the Ohio Department of Development and conducts required income surveys.

- Compiles environmental review records, notices, and supporting documentation and identifies required approvals before project commitments or work proceed.
- Coordinates project implementation, prepares contract and procurement documents for authorized execution, and conducts and documents required contractor debarment checks. The City, County, or authorized project owner awards and executes project contracts.
- Conducts labor standards employee interviews and coordinates applicable payroll reviews and labor standards compliance reporting.
- Ensures required Fair Housing services are completed, including education, outreach, and reporting, coordinating with approved service providers as applicable.
- Reviews payment documentation, recommends invoice payments, and prepares draw requests. The City or County retains payment approval and custody of grant funds.
- Maintains grant financial bookkeeping, files, budgets, schedules, and correspondence in coordination with City or County fiscal staff; prepares progress reports and closeout documents and supports grant monitoring.
- Coordinates required approvals for outside professional services and subcontracted administration or Fair Housing work, monitors assigned deliverables, and follows up on incomplete work or compliance issues.

Seneca County Land Bank Administration

- Serves as Executive Director of the Seneca County Land Reutilization Corporation (Seneca County Land Bank), as designated under the Collaborative's administrative services agreement, and manages daily Land Bank operations.
- Ensures the administrative, management, and professional services assigned under the Land Bank agreement are completed and coordinates implementation of Board-approved actions.
- Coordinates Board of Directors meetings, including scheduling, agendas, minutes, supporting materials, and follow-up on decisions and assigned tasks.
- Maintains financial records in coordination with the Land Bank Treasurer and fiscal agents and prepares annual budgets and work plans for Board consideration.
- Coordinates property acquisition, maintenance, demolition, rehabilitation, redevelopment, and disposition activities. Financial commitments remain subject to authorization by the Land Bank Board.
- Prepares, administers, and manages Land Bank grant applications and grant-funded projects, including project tracking, documentation, reporting, and follow-up.
- Coordinates with municipalities, townships, County departments, state agencies, nonprofit organizations, developers, contractors, and property owners on Land Bank projects and inquiries.
- Prepares reports required by the Ohio Department of Development, Auditor of State, Attorney General, County Treasurer, County Auditor, and other agencies, as applicable.
- Maintains Land Bank records in accordance with Ohio law and Land Bank policies and ensures public meeting and records responsibilities are completed, including applicable Open Meetings and Public Records requirements.
- Coordinates administrative support with the Development Specialist and other assigned team members while retaining responsibility for completing Land Bank service commitments.

- Carries out additional Land Bank administrative duties assigned by the Board and agreed to by the Collaborative within the approved scope of services.

Grant Development & Community Engagement

- Identifies and evaluates funding opportunities that support approved City, County, Land Bank, and Collaborative community development priorities.
- Prepares additional grant and loan applications and pre-applications as assigned and confirms service scope and required separate agreements with the President & CEO before undertaking additional administration.
- Works with local officials and community partners to identify and prioritize projects and coordinates public meetings, workshops, and outreach related to funding and project needs.

Administrative & Organizational Support

- Maintains centralized tracking of assigned grants, contracts, projects, deadlines, decisions, and follow-up items and alerts the President & CEO when competing priorities or missing information could delay completion.
- Coordinates supporting work from assigned team members and approved service providers, reviews completion of deliverables, and follows up on outstanding items.
- Documents completed services and prepares supporting information for contract invoices and grant administration charges, coordinating with appropriate fiscal staff to support accurate billing and avoid duplicate charges.
- Maintains organized records for monitoring, audits, retention, authorized access, and transfer when required, exercising discretion with sensitive information while meeting applicable public-records requirements.
- Supports shared Collaborative projects and related community activities and performs other related duties as assigned.

Skills & Qualifications

- Bachelor's degree in public administration, community development, communications, nonprofit management, or a related field preferred. An equivalent combination of education, training, and relevant experience will also be considered.
- Demonstrated experience in grant writing, administration, and compliance, with a record of securing funding and managing funded projects.
- Familiarity with CDBG administration and other public funding programs strongly preferred. Land Bank, property redevelopment, or local government experience is helpful.
- Strong project management and organizational skills, with attention to detail, financial documentation, deadlines, and consistent follow-through.
- Effective written and verbal communication skills and the ability to build relationships with public officials, board members, businesses, contractors, and community partners.
- Proficiency in Google Workspace and Microsoft Office, with the ability to learn grant tracking and project management systems.

- Ability to work independently, coordinate multiple projects and partner requests, and collaborate with the President & CEO and appropriate team members.
- Sound judgment when handling sensitive information, public inquiries, and matters requiring approval or professional review.

Position Details & Working Conditions

- This is a full-time, in-person position based in Tiffin, Ohio. A valid driver's license, reliable transportation, and availability for local travel, project visits, public meetings, and occasional evening and weekend activities are required.

Reports To: President & CEO