



A 5-YEAR PLAN TO
ADDRESS UNSHELTERED &
SHELTERED HOMELESSNESS
IN DULUTH, MN

SteppingOnUpDuluth.org

Job Description: Project Developer

Exempt: Yes
Status: Half Time
Salary Level: \$20 - \$24/hour, dependent on experience

Date: February 2023
Supervisor: Executive Director, CHUM
Approved by: UHSPD

Summary of the Role

The Project Developer will facilitate the development of shelter and housing sites as part of a community-wide strategic initiative to address homelessness in Duluth. They will take projects from the vision stage to handover to the operating organization by overseeing the design, construction, budget and closeout of physical properties and buildings for use as temporary shelter and permanent housing.

Stepping On Up (steppingonupduluth.org) is a nine-agency collaborative plan to improve homeless response systems and shorten individual experience of homelessness. The plan engages many sectors of our community in an inclusive process to expeditiously resolve occurrences of homelessness through innovative shelter development, transformative programming and service provider expansion, and the creation of low-income tiny housing.

Stepping On Up includes three phases:

- an immediate response of outdoor safe living spaces with access to basic hygiene and sanitation services.
- a transitional response of 100 new shelter beds at scattered-site, service rich indoor villages; and,
- a transformational response of 200 new units of permanent supportive housing built around community development and personal growth.

The Project Developer will work with the Project Organizer and community partners to design and implement Phase I sites over the next four months and a pilot Phase II project before winter 2023. Priority for project development after that time will be determined by Stepping On Up leadership.

Responsibilities

- Work with Project Organizer to identify projects ready for development.
- Coordinate with community partners and architects to finalize project design.
- Ensure the project complies with all building codes and other legal requirements.
- Develop and manage project budgets.
- Coordinate subcontractors for timely construction of projects.
- Facilitate community engagement in the implementation process, including stakeholder focus groups and volunteer labor.

- Report project progress and budget to Stepping On Up provider group.
- Create, review, or edit key deliverables and assure that all administrative needs are met.
- Prevent bottlenecking and promote decision making among stakeholders.
- Create project dashboard briefings and reports accessible to project stakeholders,
- Other duties as assigned.

The Project Developer should be emotionally intelligent; culturally competent; detail oriented; skilled at strategic and analytical thinking, clear communication, project management and programmatic-related execution; and aligned with the vision and values of Stepping On Up.

Qualifications and characteristics:

This position requires a unique combination of community-based project management and construction site management skills. A degree or equivalent experience in related fields is required.

- 3 years of directly related leadership experience.
- Construction background or general contracting experience preferred.
- Experience working collaboratively with people experiencing homelessness preferred.
- Strong consultative, organizational and time management skills
- Excellent communication skills, including written and verbal, in person and over video conference, as well as the ability to communicate with a wide range of audiences.
- Thrive in a remote and small team setting.
- Ability to work in a self-directed, autonomous, and high-achieving environment.
- Proficiency in Microsoft Office Suite, experience with CAD or other design platforms preferred.
- Valid driver's license and dependable transportation required.
- Familiarity with building and construction industry legal standards and awareness of building safety protocols

Benefits & Compensation

This is a Halftime position.

Salary: \$20 - \$24 /hour, depending on experience and interest.

Benefits: Mandatory Benefits as defined by the law

To Apply: Please send a cover letter and resume by e-mail to chum@chumduluth.org with "Developer" in the subject line. Resumes will be reviewed as received and the position will be open until filled.

Candidates with lived experience of homelessness and BIPOC individuals are strongly encouraged to apply.