



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

SteppingOnUpDuluth.org

Job Description: Project Developer

Exempt: No

Date: August 2023

Supervisor: Project Organizer

Prepared by: Project Organizer

Salary Level: Starting at \$21/hr.

Approved by: Executive Director, Chum

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(s) 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 ten-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, as well as increased street outreach capacity.
- a transitional response of 100 new shelter beds at scattered-site, service rich indoor villages.
- a transformational response of 200 new units of permanent supportive housing built around community development and personal growth.

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 volunteer labor and stakeholder feedback. 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.

Preferred Education:

- Master's degree or equivalent from a college or university in business, construction management, nonprofit management, architectural design, or related field required. Extensive equivalent work experience will be considered.

Minimum Education:

- Bachelor's degree or equivalent from a college or university in business, construction management, nonprofit management, architectural design, or related field required. Extensive equivalent work experience will be considered.

Experience

- At least one year of directly related leadership experience.

Other Requirements:

- A valid driver's license and dependable transportation.
- Familiarity with building-industry legal and safety standards. Familiarity with municipal and state building codes preferred.
- Knowledge of housing trends and policy. 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.
- Thrive in a remote and small team setting.
- Proficiency in Microsoft Office Suite; experience with CAD or other design platforms preferred.

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.