



## **DHCD Welcomes Veterans and Veteran Spouses!**

Join Our Team at the Virginia Department of Housing and Community Development!

## **Revitalize Virginia's Historic Commercial Districts!**

Are you passionate about preserving Virginia's rich history and contributing to the revitalization of its commercial districts? Have you been involved in transformative projects or are you interested in investing in the resilience of Virginia's downtowns?

Discover the Main Street Approach program and unlock the potential of economic grants and private and public investments in achieving Virginia's community revitalization goals. The Virginia Department of Housing and Community Development (DHCD) invites you to explore the program, understand its impact, and consider joining us in our mission.

As you conduct your research and delve into the program, we are confident that you will be inspired to partner with us on this meaningful journey. What better way to make an impact than by becoming a Community Vitality Program Administrator with DHCD?

Join us in shaping the future of Virginia's communities and preserving their unique heritage. Together, let's create lasting change and build vibrant, thriving districts for generations to come.

The Community Vitality Program Administrator will be actively involved in communities to assist constituents to stimulate local entrepreneurship, develop place-making projects, and encourage investment in communities throughout Virginia with an emphasis on historic commercial districts.

### **Core responsibilities include and are not limited to:**

- Providing communities with appropriate, accurate, prompt, and thorough technical assistance that is consistent with the Main Street Approach.
- Developing and facilitating assigned training events, workshops, and public presentations.
- Visiting high potential Exploring Main Street communities with active downtown revitalization stakeholders upon invitation, as resources allow, to promote economic development strategies consistent with the Main Street Approach. Identifies two to three candidate communities in an assigned territory, that may be eligible for application for the next stage in the cycle of Advancing Virginia Main Street designation.
- Building supportive community relationships with local organizations and leaders in Advancing Virginia Main Street (AVMS) and Mobilizing Main Street (MMS) communities, including but not limited to elected officials, economic developers, Town/City management staff, foundation staff, educators, business owners, and advocacy groups,
- Proactively identifying at least two catalytic grant projects for each Virginia Main Street grant (VMS) program cycle that further DHCD regional and local Main Street program strategies, in keeping with grant

program manual guidelines. Assists with local project development, grant application guidance, and identifying additional financial resources to implement local projects.

**Ability to travel with internal and external partners or independently, both day and overnight trips.**

**Commonwealth of Virginia benefits/incentives include:**

Public Student Loan Forgiveness (PSLF)

Tuition Reimbursement

Dental/Medical/Vision plans

Sick, Family/Personal, Annual, Military, and Community Service Leave

Employee Assistance Programs (EAP)

Disability Plans (Short and Long Term)

Retirement and Savings plans

Life and Long-Term Care Insurance Telework Eligible Commonwealth of VA Employees ONLY discounts

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*This is a restricted position, funded in part by non-general funds. The availability of funding is scheduled for review on an annual basis. Continued employment is contingent on the continued availability of grant and non-general funds.*

### **Minimum Qualifications**

- Experience in program monitoring such as organizing, managing and analyzing program performance, financial data and records, and evaluating results in a professional environment required.
- Some experience with financial record keeping and/or bookkeeping in a professional office environment required.
- Strong knowledge of economic and community development as well as the ability to guide communities in identifying and developing projects that will generate positive local impacts and outcomes.
- Experience in effectively interacting with diverse organizations and individuals associated with planning and implementing projects to discern their needs and develop the appropriate level of assistance.
- Skilled in developing and delivering presentations as well as facilitate group discussions.
- Manage time strategically and effectively handle multiple priorities, and work within a team to accomplish group work plans.
- Existing expertise or ability to develop expertise in required subject areas, particularly related to economic development in distress communities.
- Skilled in organizing, managing, and analyzing program policy, financial data and records, and evaluating results.

- Competent research skills, strong computer skills, proficiency with Microsoft Office, (Microsoft Outlook, video conferencing) and spreadsheet.

**Additional Considerations**

- Knowledge of small business, nonprofit management, entrepreneurial development, needs of distress communities and/or Main Street Approach are helpful.
- Experience managing government grant projects is preferred.

Please apply at: <https://www.jobs.virginia.gov/jobs/econ-development-program-admin-community-vitality-richmond-virginia-united-states?!ApplicationSubSourceID=>