

Community Development Manager

City of Plainwell, MI (population 3,734)

Full Competitive Benefit Package

Salary: \$56,000 - \$66,000 DOQ

The City of Plainwell is seeking a **Community Development Manager** to oversee economic development, planning, zoning administration, and code enforcement efforts within the City. This position plays a key role in fostering business growth, securing funding, and advancing community development initiatives. The ideal candidate will be a strategic thinker with experience in municipal government, project management, and economic development.

Key Responsibilities:

- Develop and implement strategies to attract and retain businesses.
- Serve as a liaison between the City, businesses, developers, and community organizations.
- Work with the Chamber of Commerce, Downtown Development Authority (DDA), and Planning Commission to support economic growth.
- Manage grant applications and funding opportunities for economic and community development projects.
- Oversee zoning administration, development reviews, and compliance with City ordinances.
- Prepare reports, agendas, and presentations for the Planning Commission and DDA.
- Monitor and implement long-term development plans aligned with City goals.
- Stay informed on planning, zoning, and economic development best practices.
- Handle public relations issues with professionalism and diplomacy.
- Coordinate special events, farmers' market and maintain the City's social media.

Qualifications & Requirements:

- Bachelor's degree in business, public administration, planning, urban development, or a related field; equivalent experience considered.
- Five or more years of experience in economic or community development, project management, or related fields, with progressive municipal or public sector responsibility.
- Knowledge of economic development best practices, local/state/federal regulations, and community planning.
- Experience in grant writing, budget management, and public speaking.

This is a full-time position reporting to the City Manager.

For a full list of responsibilities and qualifications please visit: <https://www.plainwell.org/Reference-Desk/Job-Opportunities.aspx>.

How to Apply:

Submit a completed application, resume, and cover letter outlining qualifications and experience to Personnel Coordinator, Amanda Kersten at akersten@plainwell.org.

Applications will be accepted until the position is filled, with the first review of candidates scheduled for March 25th.