

**Position:** Choice Neighborhoods Grant Coordinator  
**Employer:** Housing Authority of Kansas City, Missouri

**Department:** Planning and Development

**Summary:** Coordinate implementation of the Paseo Gateway Choice Neighborhoods Initiative (CNI) Grant with HUD, the City of Kansas City, Missouri as co-grantee and multiple community partners. The purpose of the \$30 million grant is replacement of the Chouteau Courts public housing site and implementation of the Paseo Gateway Transformation Plan in the areas of Housing, People, and Neighborhood.

**Duties:**

1. Work closely with the lead CNI Partners including the City of KCMO, Brinshore Development, and United Way of Greater Kansas City to implement the Paseo Gateway Transformation Plan and achieve the goals of the HUD Choice Neighborhoods Implementation Grant.
2. Coordinate with fellow professionals in the HAKC Planning and Development and other departments who are responsible for supporting the implementation of the Chouteau Courts Replacement Housing Plan
  - a. Working with Brinshore Development, the Choice Neighborhoods Master Developer selected by HAKC to implement the Chouteau Courts Replacement Plan (the “Housing” portion of the Transformation Plan).
  - b. Working with United Way of Greater Kansas City and the HAKC Resident Services Department to implement the “People” portion of the Plan with an emphasis on case management and supportive services for Chouteau Courts residents.
  - c. Working with the City of Kansas City, Missouri Planning and Housing Departments to prepare and implement a revised Critical Community Improvements (CCI) Plan for the “Neighborhood” portion of the grant.
3. Work with Local Initiative Support Corporation (LISC) and the Paseo Gateway community organizer to facilitate community input and participation of Chouteau Courts and neighborhood residents in grant activities.
4. Coordinate with HAKC legal counsel to develop memoranda of agreement with community partners and support, monitor, and document their commitments including leveraged programs and resources.
5. Work with the KU Urban Planning Department and the HUD CNI team to establish and monitor a Paseo Gateway data baseline and metrics to document grant performance on a quarterly and annual basis in the HUD CNInform online system.
6. Work with the HAKC Finance Department to oversee the CNI grant budget and manage expenditures by HAKC departments and community partners.
7. Facilitate Implementation Team meetings (HAKC, City, United Way, Master Developer), committee meetings, and communication with all partners.
8. Coordinate special events and outreach to community groups.
9. Work with the CNI Partners to develop and maintain grant information materials, the Paseo Gateway website and social media presence.
10. Prepare activities reports to the HAKC Executive Director and presentations to the HAKC Board of Commissioners.

**Additional Information:** This position is grant funded for the remainder of the grant term – 4 years.

**Reports to:** Director of Planning and Development

**Qualifications:** Essential qualifications include the following:

- Demonstrated collaborative and team leadership skills
- Experience in managing complex projects with multiple team members
- Strong public speaking and writing skills
- Master's in Urban Planning, Public Administration, Business, Social Work or related graduate degree and two or more years of related work experience in urban planning, real estate development, affordable housing, community development or social work administration, **or** Bachelor's degree in one of the above fields and five or more years of successful related experience.
- Proficiency in Microsoft Office suite programs

Additional qualifications and experience may be considered as factors in selection:

- Prior experience in comprehensive community planning efforts
- Experience in federal grant management and reporting
- Multi-lingual
- Graphic design capabilities
- Experience in social media as a public relations tool