



City of Kalamazoo Development Administrator

SALARY	\$70,747.00 Annually	LOCATION	Kalamazoo, MI
JOB TYPE	Full-time	JOB NUMBER	25-00065
DEPARTMENT	Community Development	OPENING DATE	06/03/2025
CLOSING DATE	6/24/2025 11:59 PM Eastern		

Description/Distinguishing Features

The DEVELOPMENT ADMINISTRATOR orchestrates the development review process in Kalamazoo. This position serves as the first point of contact for those interested in developing in Kalamazoo. The Development Administrator oversees the intake of a project and shepherds' applicants through the review process up to the Site Plan Review step. This includes determining what other City staff should be a part of a project's review team, attending the internal Project Review Committee to discuss potential and active projects, and attending Project meetings with the applicant and their team. Additionally, this position acts as the initial guide for businesses and developers seeking to explore or apply for tax incentives. They will support real estate transactions on behalf of the Community Planning and Economic Development Department and assist with brownfield special projects. This position works closely with the Assistant City Planner and the Housing Development Supervisor and is managed by the Development Manager.

Examples of Duties

- Leads the development process workflow, including regular monitoring of the workflow and coordination with the team leads for the Site Plan Review (phase 2) and permitting (phase 3)
- Actively coordinates the development project intake process and guides applicants through the review stages, all the way to the Site Plan Review step
- Serves as the first point of contact for development inquiries; this includes meeting with potential applicants, connecting critical staff with the applicant at the appropriate time; and supporting the applicant moving forward to Site Plan Review
- Administrator of the online customer relationship management (CRM) system, managing development in-take applications and content for the Department
- Attends PRC to discuss potential development projects with other Departments and City staff
- Coordinates the scheduling of Project meetings and attends with the applicant
- Guides businesses and developers in exploring tax incentives and assists in the evaluation of tax exemptions and brownfield incentive applications
- Coordinate the intake and review of tax abatement applications with various City departments and divisions, working collaboratively with staff to hold hearings and present information to decision-making bodies
- Manage the sale or acquisition of property on behalf of the City and Brownfield Redevelopment Authority (BRA), (not related to Community Development housing property) intaking property sale inquiries from potential development and community partners
- Support the redevelopment of brownfield property by working with the BRA Board of Directors to advance special projects (e.g., coordinate planning efforts for public realm enhancement projects, as prioritized by the BRA)

Essential Qualifications

- Bachelor's degree in business, Public Administration, Urban/City Planning or a related field is required.
- Minimum of five (5) years of progressively responsible experience in business, urban development, economic development, municipal planning or related field.
- Strong, clear communicator and excellent interpersonal skills; proven ability to effectively and positively communicate with the public and all levels within the organization.

- Ability to present facts and negotiate/persuade others.
- Demonstrates a sense of urgency, prioritizes well, shows energy, responds to opportunities, instills urgency in others, and meets deadlines.
- Previous experience with preparing reports, researching information, gathering, analyzing and interpreting data.
- Ability to read and review ProFormas and project budgets.
- Working knowledge of Salesforce.
- Understanding of state-wide development programs and policies.
- Strong organizational and multi-tasking and skills.

Acceptable Training and Experience

The City of Kalamazoo is an Equal Opportunity Employer. We are committed to creating a diverse, equitable and inclusive organization where different perspectives and experiences are welcomed and encouraged. Studies have shown that women and people of color, are less likely to apply for jobs unless they meet all of the qualifications listed. The City of Kalamazoo is most interested in finding the best candidate for the job, and that candidate may be one from a less traditional background. If you have transferable experience, please tell us about it. This approach will give each current and potential employee the opportunity to learn, grow and contribute to the City of Kalamazoo.

Employer

City of Kalamazoo

Address

241 W. South Street

Kalamazoo, Michigan, 49007

Phone

(269) 337-8052

Website

<http://www.kalamazoocity.org>

Development Administrator Supplemental Questionnaire

QUESTION 1

Do you have a Minimum of three (5) years of progressively responsible experience in urban development, municipal planning or related field?

QUESTION 2

Do you have Previous experience with preparing reports, researching information, gathering, analyzing and interpreting data?

*QUESTION 3

Do you have strong, clear communication, and interpersonal skills, with the ability to effectively and positively communicate with all levels of an organization?

- ☐ Yes
- ☐ No

*QUESTION 4

Do you have strong organizational and multi-tasking skills?

*QUESTION 5

Do you have a bachelor's degree in: Business, Business Planning, Marketing, Urban/City Planning or a related field from an accredited institution?

QUESTION 6

Do you have a Bachelor 's degree from an accredited university or college or an equivalent of experience in a related field?

- ☐ Yes
- ☐ No

*QUESTION 7

Do you have the ability to read and review Pro Formas and project budgets?

☐ Yes

☐ No

* Required Question