

**OHIO DEPARTMENT OF DEVELOPMENT  
EMPLOYMENT OPPORTUNITY**

**Job Title: MANAGER, COMMUNITY INVESTMENTS**

**Starting Salary:** \$78,000-85,000 yr.

**Position Number:** 20011359

**Job Classification/Status:** Unclassified, Exempt

**Division/Office:** Community Services/Community Infrastructure

**Location:** 77 South High Street, 26<sup>th</sup> Floor, Columbus, Ohio

**Work Hours:** Day hours, M-F

**Supervisor:** Benjamin Kepple

**DATE POSTED: JANUARY 3, 2024**

**DEADLINE FOR APPLYING: JANUARY 29, 2024**

The **Manager, Community Investments** will lead the Community Investments (Community Development Block Grants) section within the Community Services Division. It is responsible for assuring compliance with federal and state rules and regulations of programs receiving CDBG funding from Development. The position supervises and coordinates the workload for a staff of Community Development Analysts and Administrator, directs and coordinates grant management of several hundred grants each fiscal year, oversees regulatory and financial compliance and reporting, monitors changes in federal legislation and regulations, and develops new programs, program policies and procedures. The position also participates in the development of the State of Ohio Consolidated Plan and coordinates funding and communication with other Development programs.

**Minimum Classification Qualifications:**

1. Extensive federal community development experience required; experience with HUD programs preferred.
2. CDBG program knowledge required.
3. 2+ years previous supervisory experience preferred.
4. Bachelor's degree or equivalent required; degree in Public Administration or City and Regional Planning preferred.
5. Excellent oral & written communications skills.

This position requires you to work in the office Monday-Friday with flexibility in starting and ending times. The job is located in the Vern Riffe building, 77 South High St. Columbus, OH 43215

The final candidate selected for this position will be required to undergo a criminal background check and drug screen. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

**TO APPLY, VISIT <http://careers.ohio.gov> or [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com)**

**OR**

**SUBMIT RESUME/APPLICATION TO:**

Ohio Department of Development, Human Resources Office  
77 South High Street, 27th Floor, Columbus, Ohio 43215-6130  
[hr@development.ohio.gov](mailto:hr@development.ohio.gov)

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