



4950 West Dickman Road | Battle Creek, Michigan 49037 | phone (269) 92-7526 | fax (269) 962-8096

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## Job Description

<b>Job Title:</b>	<b>Urban Planner</b>		
<b>Reports to:</b>	President and CEO		
<b>Date:</b>	October 2022	<b>FLSA Status:</b>	Exempt (Salaried)
<b>Hours:</b>	Full-time, occasional evening and weekend work required		
<b>Supervises:</b>	N/A		
<b>Travel:</b>	5- 10%, for conference and domestic travel		

### **Position Overview:**

The Urban Planner role within the organization will be the point of contact for community development, placemaking, housing initiatives, and leads the managerial efforts for the river naturalization project on behalf of BCU. The role will engage with local, regional, and state stakeholders, city/government officials, developers, legal, property owners, environmental groups, and the community. Oversees and develops program guidelines, strategies, and solutions for various projects and revitalization efforts. Gathers and analyzes data for a variety of market research and grants. Also, this position plays a key role in managing development projects, land acquisitions, leasing agreements, grant administration, and reporting for various projects. Represents BCU on various boards and meetings. Coordinates and leads community input. Absolute confidentiality and understanding of the overall organization are essential.

### **Essential Responsibilities:**

1. **Planning:** Leads the managerial efforts involving the river naturalization project on behalf of BCU. Oversees and develops program guidelines, strategies, and solutions for various projects and revitalization efforts. Manages multiple development projects. Reviews site plans, zoning ordinances, environmental studies, historical information, and proposals for feasibility. Conducts field investigations when necessary.
2. **Community Development/Public Relations:** Serves as the point of contact for community development, placemaking, and housing initiatives. Engages with local, regional, and state stakeholders, city/government officials, developers, legal, property owners, environmental groups, and the community to maintain positive relationships. Collaborates with partners to execute various strategies to address the needs of the community. Coordinates and leads community input. Promotes BCU through community involvement, presentations, meetings, outreach, and travels to other communities. Represents BCU at meetings and boards as designated. Demonstrates positive employee behavior/culture to promote business growth in the Battle Creek area.

3. **Housing**: Supports BCU's efforts to advance critical housing initiatives and programs in the community. Collaborates with partner organizations to address housing concerns and to create equitable housing strategies. Conducts market research, neighborhood analyses/mapping, and gathers data on other housing initiatives/studies.
4. **Administration**: Manages grants and reporting requirements for various projects. Gathers, analyzes, and interprets data for a variety of market research and grants. Composes correspondences, guidelines, presentations, and reports for project activities. Prepares, implements, and periodically evaluates development plans.
5. **Facilities/Land Management**: Assists with facility management of BCU owned properties in Downtown; land acquisitions; leasing agreements; and land-use plans as requested.
6. **Special Projects**: Assists with special projects focused on community revitalization and other special projects as assigned.

#### **Team Responsibilities:**

We expect all team members to promote our mission of building a strong community by driving strategic investment and job creation. Employees are encouraged to be flexible and entrepreneurial promoting a collaborative team-centered culture. Initiative and creativity should be demonstrated daily to ensure the organization prospers over time through successful community development initiatives. Projects are to be completed with quality, within budget, and on schedule. We are here to make a difference together.

#### **Knowledge, Skills, and Qualifications:**

- Three (3) years of planning experience and/or a bachelor's degree in urban planning, public administration, political science, business administration or similar desired.
- Highly motivated, well organized, detail oriented, personable, and eager to learn and grow while working on community planning projects.
- Experience should include evidence of proven ability to communicate in a professional environment with high-level management.
- Understanding of the aspects of community master planning, local zoning, city codes, development review, including land divisions, zoning reviews, and conditional uses, GIS mapping, site and neighborhood design, urban design, community engagement, and economic development.
- Act as a trusted advisor to the community representing BCU by building relationships in the community.
- Ability to take initiative, organize, and meet deadlines for a wide variety of ad hoc requests. Must be able to handle numerous projects at one time.
- Ability to prepare clear and concise written and oral reports; able to communicate with a broad and diverse audience of all levels.
- Strong analytical, strategic thinking, listening, and problem-solving skills.
- Demonstrated capacity for creative planning and implementation.
- Strong multi-tasking skills, meeting deadlines, and performing under pressure.
- Ability to work both independently and in a collaborative team environment.
- Demonstrated high level of self-direction and an orientation to achieve results.
- Ability to maintain confidentiality of highly sensitive information. Absolute integrity and discretion essential.
- Occasionally travel will be required.

**Physical Factors/Working Conditions:**

Work is generally performed within an office environment, with standard office equipment available. Work is generally sedentary in nature, but may require standing, walking and light lifting. Included is exposure to a wide range of travel conditions (walking, lifting, driving, riding in vehicles, hotel stays, weather conditions).

*This description reflects management's assignment of essential responsibilities only. The incumbent is responsible to BCU to carry out other duties within the scope, spirit and purpose of the job as requested. BCU reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

To apply, please submit a cover letter, resume, and reference online at [www.bkunlimited.org](http://www.bkunlimited.org) or email this directly to: [joinourteam@bcunlimited.org](mailto:joinourteam@bcunlimited.org).