

[Development Manager - City of Memphis Careers \(selectminds.com\)](#)

ESSENTIAL JOB FUNCTIONS: Works under the direction of an assigned supervisor to research, plan, develop implement, and monitor fund and resource development programs to meet the City's parks and recreational needs. Oversees the planning and administration of programs and projects to ensure timely implementation, compliance, budgeting/accounting and reporting to align with organizational goals. Identifies strategic opportunities for program development and coordinates with other City departments and external stakeholders to enhance community programs, including obtaining and maintaining Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation for the Division. Develops strategy for seeking and securing funds and resources from external stakeholders. Fosters partnerships and maintains relationships with government agencies, consultants, and private and public stakeholders. Serves as a liaison to stakeholders including but not limited to other divisions, government entities, corporations, public and private funders, park and recreational agencies, etc. Coordinates communications and marketing activities with internal departments, other divisions, and external agencies to promote fund and resource development opportunities. Develops and implements a grant and resource management system by planning, preparing, administering, and monitoring grant and volunteer activities; prepares reports on the use of grant funds and other resources by obtaining activity data from service centers within the Division. Interprets policies and ensures program compliance with local, state, and federal codes and regulations; communicates with agencies and funders to resolve issues; ensures grant funds are used in pursuant to funding agency requirements. Facilitates project management activities including scope of project, work plan, scheduling, timelines, consultants, grants, and budgets; monitors, evaluates, and documents progress. Conducts program and project evaluation to identify successes and challenges and makes recommendations for improvement. Prepares correspondence, proposals, memoranda, reports, budgets, resolutions, contracts, amendments and other written documents for Division Director, Mayor, and/or City Council approval. Coordinates and attends meetings by driving throughout the City. Conducts site visits of properties and facilities to ensure compliance with program and grant requirements. Provides work direction, assignment of duties, evaluation of work performance, and discipline of assigned staff.

OTHER FUNCTIONS:

1. Performs additional functions (essential or otherwise) which may be assigned.

TYPICAL PHYSICAL CONDITIONS: Must be able to communicate clearly both verbally and in writing. Requires the ability to operate an automobile. Requires the ability to operate general office equipment such as a computer and a telephone.

TYPICAL WORKING CONDITIONS: Work is performed in an office environment which involves contact with the staff and management. Requires travel between building sites and to various meetings, offices, and other locations.

MINIMUM QUALIFICATIONS: Bachelor's degree in Public Administration, Business Administration, Park and Recreation or related field and six (6) years professional experience in grant or public service administration with four (4) of the six (6) years in a managerial/supervisory capacity; or any combination of experience or training which enables one to perform the essential job functions. Must possess and maintain a valid driver's license as a condition of continued employment. Working experience using various computer software programs, such as Microsoft Office preferred. Certified Parks and Recreation Professional (CPRP) Certification preferred.

The City Charter requires that City Employees must establish residence within Shelby County within six (6) months from date of Employment. Proof of residence will be required at the time of hire. **The City Charter requires that City Employees, with the EXECEPTION of "first responders", must establish residence within Shelby County within six (6) months from their date of Employment. Proof of residence will be required at the time of hire. As defined by Tennessee House Bill 105, "first responder means paid, full-time law enforcement officers, firefighters, and emergency medical personnel and dispatchers of law enforcement, fire and emergency medical service departments."**

The City of Memphis is committed to providing access and reasonable accommodation in its services, programs, activities, and employment for individuals with disabilities. To request disability accommodation in the application process, contact the Office of Talent Management at talent.management@memphistn.gov.

Division: Memphis Parks
Additional Information

- Posting Date: Apr 3, 2024

Compensation

- Minimum Salary: US Dollar (USD) 55,806.66
- Maximum Salary : US Dollar (USD) 85,945.6
- Pay Basis: Yearly