



**Posting Date:** 9.2.2025

**Anticipated Start Date:** Early November 2025

**Position Title:** TIF Community Development Manager

**Reports To:** Community Development Director, Place-based Programs

**Employee Classification:** Salaried (Exempt), Hybrid

**Hours:** 1.0 Full Time Equivalent (32 hours/week for 2-year term)

**Compensation:** \$69,413 annually, plus full benefits package

**Benefits:** 90% employer-paid medical, dental, and vision insurance, 401K plan with employer contribution, subsidized transit pass, work from home stipend, professional development opportunities, paid time off & up to 14 paid holidays annually, and flexible family-friendly schedule.

*Consideration of candidates will begin immediately and continue until the position is filled.*

### **About APANO CUF:**

APANO Communities United Fund unites Asians and Asian Americans to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work. We envision a just world where Asians and communities who share our aspirations and struggles have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO Communities United Fund (CUF) is a 501(c)(3) organization that works closely with its affiliate 501(c)(4) organization, APANO Action Fund.

### **About the Position:**

APANO CUF is looking for a dedicated **TIF Community Development Manager** to lead engagement and support the 82nd Avenue Tax Increment Financing (TIF) District. In partnership with Prosper Portland and Portland Housing Bureau, this position will coordinate community engagement, support the Community Leadership Committee (CLC), and serve as the liaison between the community and the City throughout TIF-related processes and implementation. The **TIF Community Development Manager** position requires the ability to build trust and remove barriers to communication in order to reach communities historically excluded from engagement with government initiatives around urban development. This is a pivotal opportunity to help shape equitable development along 82nd Avenue – ensuring that residents, small business owners, and workers have a strong voice and real power in how public investments are made.

This position requires some evening and weekend work, and the ability to attend meetings and events at various locations throughout East Portland. The Community Liaison position is a 2-year contract term

The **TIF Community Development Manager** reports to the Community Development Director, Place-based Programs, and does not have immediate supervisory responsibilities.



## **Position Responsibilities:**

### Community Engagement & Relationship Building (45%)

- Collaborate with other Community Liaisons in East Portland TIF districts, including but not limited to cross-marketing, jointly attending meetings, etc.
- Understand and communicate TIF Program Implementation to community stakeholders such as, but not limited to small business owners, property owners, residents and other organizations along the 82nd corridor.
- Serve as a community liaison between City staff and populations most vulnerable to displacement to center their voices around district specific Action Planning and priority setting, including but not limited to small businesses, community-based organizations, residents, and workers within the district.
- Capture community members' feedback, questions and requests regarding Action Plan priorities for TIF investments in the district and report back to City staff to develop a strategy to respond accordingly.
- Coordinate engagement activities for community members along the 82nd corridor. These include listening sessions and educational workshops to inform the public about the TIF district, the Community Leadership Committee, and how they can stay involved.

### Community Leadership Committee (CLC) Support (40%)

- Work in partnership with City staff to organize and attend CLC meetings including agenda setting, notetaking and/or managing meeting logistics.
- Coordinate with City staff in hosting educational sessions for CLC members regarding TIF District rules, Action Planning and TIF program implementation.
- Maintain engagement with CLC members outside of standing meetings to address information gaps and work closely with City staff to address those gaps

### Program Management (15%)

- Track budget and administer sub-contracts related to engagement activities as needed.
- Maintain necessary records of engagement activities including, but not limited to workshops, one-on-ones, and listening sessions.

## **Qualifications:**

### Demonstrated commitment to:

- Creating opportunities for communities who have been historically underserved and underrepresented in economic and political development to have a meaningful voice in this work.
- Advancing racial equity and addressing the root causes of systemic social and economic injustice.



- Bridging relationships between political or economic centers of power and communities that do not have access to the opportunities provided by those relationships.

**Demonstrated experience and knowledge in:**

- Working as a member of a team to achieve shared goals; maintaining open and honest communication with partners to address challenges, solve problems and support a healthy group dynamic.
- Managing or leading multi-faceted projects from concept to completion
- Working with and leading multi-cultural teams with diverse abilities, experiences, educational level and backgrounds
- Lived, professional and/or community-based experience working alongside Black, Indigenous, Communities of Color, immigrants and low-income people
- Working knowledge of the history and current political, social, and economic dynamics of East Portland
- Listening to diverse community members' lived experiences without judgment and with the ability to take away the lessons learned without sharing personal stories

**Other Qualifications:**

- Strong project management including attention to detail, organization and planning, time management, and priority-setting
- Demonstrated ability to work independently and exercise sound judgment and problem solving
- Strong interpersonal and written communication skills, as well as speaking in large group settings
- Proficient computer skills, including in Microsoft Office, Google Suite programs and online meeting tools
- 3-5 years Demonstrated experience in Community Outreach, Community Engagement and Relationship Building
- Sufficient English proficiency, as this position communicates regularly in written and spoken English
- Deep commitment to and vision for APANO's mission and strategic plan, including an understanding of the role of grassroots community organizing in social change and movement building.
- Reliable means of transportation for in-person meetings and community events
- High school diploma or GED
- Ability to pass background check

**Preferred, but not required:**

- Proficiency in English and one or more of the following languages preferred: Arabic, Russian, Vietnamese, Spanish, Chinese, Somali and Karen



- Familiarity with conflict de-escalation and resolution
- College degree in Social Work or Human Services, Public Administration, Community Development or Sociology, Urban Planning, or related field a plus.

### **How to Apply**

Applications will be reviewed upon receipt and this position will be open until filled. Priority will be given to applicants who submit their application by **Sunday, September 14th at 11:59pm.**

Applications should be emailed as an attached document (PDF preferred) to [jobs@apano.org](mailto:jobs@apano.org) with subject line "TIF Community Development Manager".

### **Complete applications include:**

- Cover letter (1 page max) clearly outlining the specific skills, knowledge, and experience you bring to the job and how those are a good fit with the responsibilities of the position.
- A complete resume (2 pages max) detailing relevant experience, work history, education and accomplishments.
- *[If advanced to finalist stage]* 3 references, with contact information, and your relationship to the reference

*APANO Communities United Fund and APANO Action Fund are actively seeking to increase representation and develop the leadership of women, LGBTQ+ people, people with lived experience of economic injustices, and other underrepresented groups, including diverse API communities, both within the organization and the broader racial justice movement in Oregon and API communities. APANO Communities United Fund and APANO Action Fund are equal opportunity employers. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification.*