



CEDAM's Community Development Fellowship 2020-21 Program Description

GENERAL INFORMATION

CEDAM, in partnership with MEDC, seeks communities engaged or certified in [Redevelopment Ready Communities](#) to host a community development fellow for a one year and three month placement, beginning June 2020. Fellows will support and advance community economic development goals. Fellow projects will improve organizational capacity, increase local collaboration, and remove barriers to development.

Last year, community development fellows worked in 11 communities and made a significant impact. 2019 impacts include:

- Helped secure \$944,000 in funding for communities
- 5,000+ stakeholders engaged, including community residents, commissions, and small businesses
- 710 volunteers were engaged and they contributed 3,100 hours of service

To learn more about last year's successes, please review the [Mid-Year Impact Report](#).

Organizations interested in hosting a community development fellow for the 2020 cohort should review the following requirements and complete an online application **no later than 5:00 pm Friday, March 13, 2020**.

WHAT IS CEDAM?

The Community Economic Development Association of Michigan ([CEDAM](#)) is a nonprofit, membership association of community development corporations (CDCs), individuals and other organizations interested in promoting and expanding community-based economic development across Michigan. CEDAM provides advocacy, resources and training to organizations working to create vibrant communities.

HOW WILL HOST COMMUNITIES BE CHOSEN?

A panel will be formed to review community applications. This panel will include a representative from CEDAM, MEDC, and another statewide organization. One community will be chosen in each of Michigan's 10 Prosperity Regions, which can be found on this [map](#).



COMMUNITY DEVELOPMENT FELLOW INFORMATION

The fellow position is contractual position with maximum funding of \$62,500 for the full scope ending after fifteen months. While the fellow will be based in the chosen community, this position requires statewide travel, with fellows providing their own means of travel. Fellows will also be required to provide their own computer and software, internet, telephone and any other technology required to complete the job. Contractors are responsible for their own payment of income taxes, as well as carrying business insurance. As contractors, fellows do not qualify for benefits.

Fellows will be in contract with CEDAM and managed by Sarah Teater, Program Manager. The contract requires that fellows complete monthly check-ins with the Program Manager and submit monthly reports so that progress can be monitored.

Community development fellows receive extensive training and networking opportunities that build leadership and professional skills. Fellows will:

- Develop a work plan that outlines tasks and deadlines for their projects
- Meet with key stakeholders from the community, including the Downtown Development Authority, Chamber of Commerce, School District, major employers, nonprofits, and faith institutions
- Attend five professional development days in Lansing or a peer RRC community
- Attend two statewide conferences

Specific training includes:

- Community Economic Development 101 webinar series;
- Redevelopment Ready Communities (RRC) Best Practices
- Using Trello for RRC
- Working with Boards and Commissions
- Social Media for Local Governments
- Managing Conflict and Meeting Facilitation

HOST COMMUNITY INFORMATION

HOST COMMUNITY BENEFITS

CEDAM will:

- Provide one full-time community development fellow to improve organizational capacity, increase community engagement, and implement community development projects
- Assist in recruitment and selection of the individual who will serve as a fellow
- Manage fellow payroll, travel reimbursement, training, and reporting
- Provide access to training opportunities on community development topics
- Ensure the fellow creates a transition plan for long-term sustainability of their work
- Offer support for fundraising and coordinating partnerships for the host community contribution



REQUIREMENTS OF HOST COMMUNITY

The host community must:

- Be actively working to reach or maintain RRC certification
- Identify a point person who will serve as a local supervisor and mentor for the fellow and as a liaison for CEDAM
- Participate in fellow interviews tentatively planned for April 30- May 15.
- Introduce the fellow to community stakeholders critical to advancing the fellow’s goals and projects
- Provide adequate working space in a local office
- Schedule bi-weekly meetings with the fellow to discuss progress and offer guidance
- Document any performance or behavior issues and immediately report them to CEDAM

REQUIRED HOST COMMUNITY CONTRIBUTION

The fellowship funding model requires a financial commitment of \$6,000 from the host community. This funding can come from multiple local partners, which may include community foundations, local government, Kiwanis, Rotary Club, and the United Way. The amount may be broken into two payments-half in April and half in July 2020. If the payment is not paid by the deadline, CEDAM reserves the right to assign the allocated position to another host community. CEDAM will not refund host community payments for any reason.

CEDAM will offer support for fundraising and coordinating partnerships for the host community contribution.

RECRUITING A FELLOW

Host communities are responsible for local recruitment and is expected to distribute the posting widely through their channels. CEDAM and MEDC will distribute the position widely through social media, email, and to our partners. CEDAM will also post the position on our job board, as well as through the Michigan Nonprofit Association and the Michigan Municipal League. CEDAM will also distribute information to higher education institutions with relevant degree programs. CEDAM and chosen host communities will work closely on interviewing and selecting the final candidate. CEDAM retains final decision making authority on fellow hiring.

IMPORTANT DATES

March 13	Application deadline
March 20	Host community selection & announcement
March 20	Fellow recruitment begins
May 16	Fellow chosen and notified
June 1	Fellow’s first day



APPLICATION PROCESS

Interested communities must complete an electronic application found [here](#) no later than 5:00 pm on **Friday, March 13, 2020**. You will receive a confirmation email from Sarah Teater upon successful receipt of your application.

If you have any questions about the application, contact Sarah Teater at 517-485-3588 or teater@cedamichigan.org.