



Toby Van Ess

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PROFILE

30 + years experienced and results oriented business management professional seeking a new career opportunity that forges my passions and experience. After working in municipal management for the past 14 years I am ready for a new challenge and adventure that brings opportunity both personally and professionally. I am most passionate about serving others and building relationships.

STRENGTHS

Business Management # Supervising # Budgeting # Policy Development
Employee Relations # Administration # Building relationships # Sales

WORK EXPERIENCE

Supervisor/Manager & Zoning Administrator Tallmadge Charter Township

📅 11/2008 – present 📍 GRAND RAPIDS

- Attend and moderate all board meetings where important matters are discussed
- Assist in the administration, enforcement and execution of the policies and resolutions of the board
- Manage and supervise public improvements, works and undertakings of the Township
- Develop the township budget and assist with identifying and coordinating funding opportunities
- Oversee and work closely with several departments within the Township
- Responsible for building plans, development, and zoning reviews
- Resolve zoning complaints and work to keep residents satisfied
- Acts as Human Resources and Risk Management for the Township

Treasurer Tallmadge Charter Township

📅 09/2005 – 11/2008 📍 GRAND RAPIDS, MI

- Collected real personal and property taxes including delinquent taxes
- Maintained accurate records of all revenue and disbursements
- Responsible for the overseeing and timely investment of township funds
- Deposited all receipts and township revenues
- Issued township checks accordingly

President New Era Development

📅 01/2004 – 01/2015 📍 GRAND RAPIDS, MI

- Managed the development and sale of condominium units
- Oversaw day to day operations of condo development and staff
- Created budgets and handled all accounts payable and receivables
- Condominium Association President
- Ensured that association rules and regulations were functional and honored

Owner Chestnut LLC

📅 01/2000 – 12/2016 📍 GRAND RAPIDS, MI

- Property Manager of sixteen industrial units
- Held bottom-line responsibility for end-to-end property management functions
- Maintained proactive focus on sustaining full occupancy levels
- Provided various measures for negotiating and organizing lease agreements

**WORK
EXPERIENCE**

**Owner & President
Van Ess Property Corporation/Van Ess Construction**

📅 01/1988 – 01/2018 📍 GRAND RAPIDS, MI

- Planned and developed residential subdivisions, commercial and industrial properties in the greater Grand Rapids area
- Negotiated, purchased and sold commercial and industrial properties
- Daily operations of underground construction company
- Maintained labor relations with construction unions to ensure fairness
- Bid on various construction projects to maintain profit margins
- Managed a staff of 200 employees throughout the state of Michigan

EDUCATION

**Business Management
Ferris State University**

📅 09/1984 – 06/1987 📍 BIG RAPIDS, MI

**BOARDS &
COMMITTEES**

2016-Present
Member, Spring Valley Community Church Executive Board

2014-2016
President, Matthew's House Ministries

2012- Present
Treasurer, (911) Central Dispatch Authority Policy Board/Ottawa

2008- Present
Member, Utility Advisory Board/City of Grand Rapids

2005-2012
Member, Ottawa County Economic Development Corporation

REFERENCES

**Sheriff Steve Kempker
Ottawa County Sheriff's Department**

📍 (616) 738-4001

**Attorney Ron Bultje
Member Dickinson Wright**

📍 (616) 336-1007

**Reverend Rob Wondergem
Spring Valley Community Church**

📍 (616) 292-3170

**Owner, Greg Ransford
Fresh Coast Planning**

📍 (616) 638- 1240

**Matthew Fenske
Ottawa County Commissioner**

📍 (616) 437-6723

SOCIAL MEDIA

 @tobyvaness