

LAND BANK PROJECT MANAGER REQUEST FOR PROPOSALS FOR INDEPENDENT CONTRACTOR

History and Mission:

The Manistee County Land Bank Authority (Land Bank) was established in 2018 under the Land Bank Fast Track Act (2003 PA 258, MCL 124.751 to 124.774) and is a separate legal entity and public body corporate. The Land Bank is governed by a 5 member Board of Directors representing specific groups: the County Treasurer (Chair by statute), one County Commissioner, one member representing the construction/building trades, one member representing community development/real estate, and one member at-large. The Land Bank is tasked with returning tax-reverted and abandoned properties back to the tax rolls. Land Banks help alleviate the burden of vacant, blighted, and abandoned properties on local municipalities and help to strengthen and revitalize communities by removing blight, increasing home values, creating a positive economic impact, and fueling economic development and growth. Priorities of the Land Bank include homeownership and affordable housing, residential and commercial development, neighborhood revitalization, and returning property to productive tax-paying status. Property can be acquired by donation, purchase, or through the property tax foreclosure process. Properties owned by the Land Bank are automatically eligible for a Brownfield Plan and incentives, are eligible for expedited quiet title, which takes a clouded title through the legal process for resolution, and many grant opportunities exist.

General Summary:

The Project Manager Independent Contractor will work to achieve the goals set forth by the Land Bank. The position is not an employee of Manistee County, but rather an independent contractor that reports directly to the Land Bank. Any contract awarded shall be for a 12 month period, with an opportunity for an additional 12 months under the same contract terms, at the discretion of the Land Bank.

Essential Duties and Responsibilities:

- Pursue the acquisition of properties for projects.
- Pursue developers for projects.
- Pursue grant opportunities and assist with managing grants that are received.
- Have good relationships throughout the community (local units of government, public and private community organizations and agencies, etc), and seek project ideas from community members.
- Work closely with local housing and economic development organizations to see how the Land Bank might assist with their projects.
- Have positive relationship with the Manistee County Brownfield Authority.
- Continue partnerships with Manistee Habitat for Humanity and Tiny Developers, and pursue other partners.
- Attend Land Bank trainings held locally or through webinar.
- Maintains frequent contact with the Board Chair and attends Land Bank meetings.
- Follow the Land Bank's Bylaws, Articles of Incorporation, Intergovernmental Agreement, Code of Ethics, and Priorities, Policies and Procedures.
- Other duties as assigned by the Land Bank.

Qualification and Experience:

- A Bachelor's Degree in Business Administration, Public Administration, Community Development, Urban Planning, or a similar field is preferred.
- Knowledge of Michigan Land Bank Authorities and Brownfield Redevelopment Authorities is preferred.
- Experience in business management, urban planning, environmental management, or related field.

Required Proposal Content:

- Letter of interest containing name, title, email, and phone number. If a firm is submitting a proposal, please also include the name of the lead individual and any subcontractors.
- Resume listing qualifications and detailed explanation of related experience.
- Pricing proposal including hourly rate and estimate of hours needed to provide service. It is estimated that this position will pay \$25-30/hour and be full time.
- Three references.
- Send to: Manistee County Land Bank Authority
415 3rd Street
Manistee, MI 49660
landbank@manisteecountymi.gov