



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

AUGUST 20, 2026, AT 6:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval of Resolution CRA-R-2026-38 Approving Economic Impact Manager Job Description (**Administration**)

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	YES	Department: ADMINISTRATION
CONSENT AGENDA	YES	Exhibits: • RESOLUTION CRA-R-2026-38 • Exhibit "A" attached
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION	X	

REQUEST: Approval of Resolution CRA-R-2026-38

SUMMARY: At the 07/16/2026 BOD meeting the Executive Director informed the BOD that the vacant position of Executive Assistant/Community Coordinator would be consolidated into one position by combining two positions. Combining the Fiscal Coordinator and Community Coordinator functions into the Economic Impact Manager position creates a more efficient and coordinated approach to CRA operations by connecting financial administration directly with program implementation and community engagement. The Economic Impact Manager can follow initiatives from budgeting and procurement through implementation, community participation, and outcome reporting, giving the Executive Director and Board a more integrated view of CRA activities and their impact.

FISCAL & EFFICIENCY DATA: Previous position Executive Assistant/Community Coordinator was paid \$45,000.00 plus benefits. The Fiscal Coordinator position was paid \$39,000.00 with no benefits. The new position of Economic Impact Manager (contractual) will cost \$65,000.00 with no benefits, saving \$19,000.00 in salary plus an additional \$15,715.80 in benefits. Net savings in amount of \$ 34,715.80.

CRA-R-2026-38

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY APPROVING THE CONSOLIDATION OF THE FISCAL COORDINATOR AND COMMUNITY COORDINATOR FUNCTIONS INTO A SINGLE POSITION TITLED “ECONOMIC IMPACT MANAGER”; APPROVING THE ECONOMIC IMPACT MANAGER JOB DESCRIPTION; AUTHORIZING THE EXECUTIVE DIRECTOR TO IMPLEMENT THE POSITION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Eatonville Community Redevelopment Agency (“CRA”) is responsible for implementing programs, projects, activities, and investments intended to support redevelopment and community improvement within the CRA redevelopment area; and

WHEREAS, the CRA requires appropriate administrative and fiscal oversight to ensure CRA funds are properly administered, recorded, expended, documented, and reported in accordance with applicable accounting principles, CRA policies, procedures, funding requirements, and other applicable requirements; and

WHEREAS, the CRA also recognizes the importance of community engagement, stakeholder relationships, program coordination, outreach, and the evaluation and communication of program outcomes in carrying out its redevelopment activities; and

WHEREAS, the CRA has previously assigned fiscal and administrative responsibilities to the **Fiscal Coordinator** position and community outreach, program coordination, and stakeholder engagement responsibilities to the Community Coordinator position; and

WHEREAS, the Board of Directors desires to improve organizational efficiency, accountability, coordination, and the measurement of the community and economic impact of CRA programs and expenditures by consolidating these functions into a single position; and

WHEREAS, the consolidated position will provide coordination among fiscal management, budgeting, procurement, grant compliance, community engagement, program administration, stakeholder relations, reporting, and performance measurement; and

WHEREAS, the Board finds that establishing an Economic Impact Manager position will strengthen the CRA's ability to connect its financial resources and redevelopment investments with programs, services, partnerships, and measurable outcomes benefiting the redevelopment area; and

WHEREAS, the Board of Directors has reviewed the proposed job description for the Economic Impact Manager and finds that establishment of the position is in the best interests of the CRA and supports the efficient administration of CRA activities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY AS FOLLOWS:

SECTION 1. RECITALS. The foregoing recitals are hereby incorporated into this Resolution as findings of the Board of Directors of the Town of Eatonville Community Redevelopment Agency.

SECTION 2. CONSOLIDATION OF POSITION FUNCTIONS. The Board of Directors hereby approves the consolidation of the fiscal, administrative, community coordination, outreach, program management, and related functions previously assigned to the Fiscal Coordinator and Community Coordinator positions into one consolidated position titled:

ECONOMIC IMPACT MANAGER - The Economic Impact Manager shall perform the duties and responsibilities established in the approved job description and such other duties as may be assigned consistent with the needs and operations of the CRA.

SECTION 3. APPROVAL OF JOB DESCRIPTION. The Board of Directors hereby approves the Economic Impact Manager Job Description, substantially in the form presented to the Board and attached to this Resolution as Exhibit "A." The job description is incorporated herein by reference.

SECTION 4. PURPOSE OF POSITION. The Economic Impact Manager shall support the CRA Executive Director in coordinating and administering CRA fiscal operations, programs, community initiatives, and performance reporting.

The position shall include responsibility, as assigned, for:

- CRA fiscal administration, budgeting, accounting records, and financial reporting;
- Procurement, purchasing, invoice processing, and capital asset tracking;
- Grant administration, documentation, reporting, and fiscal compliance;
- Community outreach and stakeholder engagement;
- Development and coordination of CRA programs, events, workshops, and community initiatives;
- Relationships with residents, businesses, nonprofit organizations, governmental agencies, community organizations, and other CRA stakeholders;
- Tracking program participation, expenditures, activities, and outcomes;
- Preparing reports and other information concerning CRA programs and community and economic impact;

- Assisting with identification and coordination of funding opportunities and community resources; and
- Such additional responsibilities as may be assigned by the Executive Director consistent with the approved job description.

SECTION 5. ADMINISTRATIVE IMPLEMENTATION. The Executive Director is hereby authorized and directed to take the administrative actions reasonably necessary to implement this Resolution and the Economic Impact Manager position, consistent with the CRA's adopted budget, applicable Town and CRA policies, and Board direction. Such administrative actions may include coordination with the appropriate Town departments regarding personnel documentation, position classification, recruitment, onboarding, payroll, procurement of necessary resources, and other administrative matters associated with implementation of the position.

SECTION 6. COMPENSATION AND BUDGET. Compensation, employment status, authorized work hours, and associated personnel costs for the Economic Impact Manager shall be established in accordance with the CRA's approved budget and any compensation or personnel action separately approved or authorized by the Board of Directors. Nothing contained in this Resolution shall authorize expenditures in excess of funds lawfully appropriated and available for such purpose.

SECTION 7. PRIOR POSITION FUNCTIONS. Upon implementation of the Economic Impact Manager position, duties previously assigned to the Fiscal Coordinator and Community Coordinator may be reassigned to the Economic Impact Manager in accordance with the approved job description and direction of the Executive Director. The Executive Director is authorized to make administrative and organizational adjustments necessary to avoid duplication of duties and provide for an orderly transition of responsibilities.

SECTION 8. SEVERABILITY. If any section, sentence, clause, phrase, or provision of this Resolution is held invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions of this Resolution.

SECTION 9. EFFECTIVE DATE.

This Resolution shall become effective immediately upon its adoption by the Board of Directors of the Town of Eatonville Community Redevelopment Agency.

PASSED AND ADOPTED

by the Board of Directors of the Town of Eatonville Community Redevelopment Agency at a duly noticed public meeting held on the ____ day of _____, 2026.

TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY

By: _____

Ruthi Critton, CRA Board Chair

Date: _____

ATTEST:

By: _____

Veronica King, Town Clerk / or Designee

Date: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: _____

Greg Jackson, CRA Attorney

Date: _____

EXHIBIT “A”

ECONOMIC IMPACT MANAGER

JOB DESCRIPTION

Salary - \$65,000.00 (contractual)

POSITION SUMMARY

Under the general supervision of the Executive Director, the Economic Impact Manager is responsible for coordinating the fiscal, administrative, community engagement, and economic impact activities of the Town of Eatonville Community Redevelopment Agency (CRA).

The position oversees the proper administration, documentation, expenditure, and reporting of CRA funds while supporting programs and initiatives designed to strengthen the redevelopment area, engage residents and businesses, build community partnerships, and address identified community needs.

The Economic Impact Manager serves as a key connection between the CRA's financial resources and its community programs, helping ensure that expenditures, programs, partnerships, and initiatives are properly managed and their outcomes effectively documented and communicated.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fiscal Management, Budgeting & Compliance

- Coordinate and oversee the administration, recording, expenditure, documentation, and reporting of CRA funds in accordance with Generally Accepted Accounting Principles (GAAP), CRA policies, and established procedures.
- Coordinate preparation of the CRA annual budget.
- Develop, monitor, and maintain CRA budgeted expenditures and accounting records.
- Coordinate and process monthly fiscal records for the CRA.
- Prepare compliance-related reports for funding agencies, including progress reports and grant financial close-out reports.
- Coordinate with CRA staff to ensure fiscal and grant compliance.
- Assist with grant administration and documentation.
- Authorize and process CRA invoices for payment and follow up with vendors as necessary.

- Assist with management of the procurement process, including maintaining accounts and tracking requisitions and annual purchase orders.
- Assist with formal bids, requests for quotations, maintenance contracts, and purchasing contracts for CRA goods and services.
- Prepare and maintain computerized and manual fiscal, procurement, inventory, and related administrative records.
- Track CRA capital assets.
- Manage CRA purchase card activities, including reviewing purchases for proper funding sources, tax exemption, documentation, and policy compliance.

Community & Economic Impact

- Identify community needs, concerns, and opportunities through surveys, focus groups, meetings, stakeholder engagement, and other outreach methods.
- Develop and implement community outreach strategies and programs.
- Build and maintain relationships with residents, businesses, community organizations, nonprofit organizations, government agencies, and community leaders.
- Design and coordinate programs and initiatives aligned with identified community and redevelopment needs.
- Monitor the effectiveness and progress of CRA-supported community programs and initiatives and recommend adjustments as appropriate.
- Coordinate resources for community and economic impact projects.
- Support initiatives designed to connect residents and businesses with available CRA programs, services, resources, and opportunities.
- Maintain databases and records of community organizations, businesses, stakeholders, program participants, and partners as appropriate.
- Assist in identifying potential public, nonprofit, private, and grant funding sources that support CRA programs and redevelopment objectives.

Programs, Events & Outreach

- Organize and facilitate community events, workshops, forums, meetings, and other CRA activities.

- Coordinate event logistics, including venues, permits, vendors, catering, materials, and related services.
- Recruit and coordinate volunteers when needed for CRA projects, programs, and community events.
- Develop outreach and program materials, including brochures, flyers, presentations, public notices, press releases, and other communications.
- Maintain communication with residents and stakeholders through appropriate channels, including newsletters, websites, social media, meetings, and community outreach.
- Communicate key CRA program and initiative information to community stakeholders and partners.

Reporting, Administration & Performance Measurement

- Prepare reports regarding CRA fiscal activities, community engagement, program activities, and program outcomes.
- Develop and maintain methods for tracking program participation, expenditures, community engagement, and measurable outcomes.
- Assist the Executive Director in evaluating the effectiveness and community impact of CRA programs and investments.
- Compose, review, and edit reports, technical documents, contracts, public notices, correspondence, and requests for Board action.
- Prepare weekly, monthly, quarterly, annual, or other reports regarding CRA activities as required.
- Maintain accurate program, fiscal, procurement, community engagement, and administrative records.
- Coordinate information and resources across CRA programs to support effective implementation and reporting.
- Perform additional duties as assigned.

EDUCATION & EXPERIENCE

- Bachelor's degree in business administration, Public Administration, Finance, Community Development, or a closely related field preferred. Equivalent relevant education and professional experience may be considered.

- Professional experience in public administration, municipal government, nonprofit organizations, community development, finance, grant administration, economic/community development, or a related field.
- Experience managing or supporting budgets, financial records, procurement, grants, programs, or publicly funded initiatives.
- Experience developing and maintaining relationships with community members, businesses, organizations, and other stakeholders.
- Experience with community outreach, program coordination, event planning, or project management preferred.
- Municipal government or CRA experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of budgeting, accounting practices, fiscal administration, procurement, and financial reporting.
- Knowledge of grant research, administration, compliance, and funding sources.
- Knowledge of community development practices and community engagement strategies.
- Familiarity with local community organizations, businesses, resources, and public, nonprofit, and private funding sources.
- Strong organizational, administrative, and project management skills.
- Ability to manage multiple programs, projects, deadlines, and priorities.
- Ability to analyze program and financial information and communicate outcomes clearly.
- Excellent written and verbal communication skills.
- Ability to prepare technical and non-technical reports, presentations, correspondence, and public-facing materials.
- Strong interpersonal skills and the ability to establish productive relationships with residents, businesses, government agencies, nonprofit organizations, community leaders, vendors, and other stakeholders.
- Ability to work independently while collaborating effectively with the Executive Director, CRA staff, Board members, community partners, and Town departments.
- Creative problem-solving skills and the ability to respond effectively to community and organizational needs.

- Proficiency with Microsoft Office Suite, financial/accounting systems, databases, social media platforms, and other standard office technology.

PHYSICAL DEMANDS & WORKING CONDITIONS

The physical requirements and working conditions in which the position is typically performed are available from the Human Resources Department. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position.

GENERAL STATEMENT

The duties listed above are intended to describe the general nature and level of work performed by the Economic Impact Manager and are not intended to represent a comprehensive list of all responsibilities. Duties and responsibilities may be modified based on CRA programs, organizational needs, funding requirements, and redevelopment priorities without changing the general nature or level of responsibility of the position.