

Hours: 30 hours per week  
Location: RCDA -- 216 Howard Street, New London, CT  
Salary Range: \$70,000. To \$75,000.  
Benefits: None

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Renaissance City Development Association (RCDA) seeks a highly skilled and dedicated individual to join us as the Director of Administration and Projects. This role is crucial to our mission, and we are not just looking, but excited to find the right person to fill it. We can't wait to see the impact you will make.

As a not-for-profit community development corporation, we are deeply committed to enhancing the economic well-being and quality of life in the City of New London. Our mission is to attract opportunities for its residents and the entire region, and we achieve this through the robust leadership of our diversified community, public involvement, and the support of local, state, and national leaders. This commitment is what drives us and we are looking for someone who shares this passion.

If you are interested in this exciting opportunity, please get in touch with Tina Collins at [tcollins@newlondonct.gov](mailto:tcollins@newlondonct.gov) for more information or visit the City of New London website.

**Position closes: April 30, 2025. Application is attached.**

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## **DIRECTOR OF ADMINISTRATION AND PROJECTS**

### **GENERAL STATEMENT OF DUTIES:**

As a key member of the Renaissance City Development Association (RCDA), you will play an essential role in providing administrative and project management support as directed by the RCDA Executive Board. Additionally, your responsibilities will include offering project management, inspection, and technical services to the City of New London for specific economic and infrastructure projects identified by the City's Office of Development and Planning. Your contributions will be crucial in shaping the future of our community.

### **ESSENTIAL ADMINISTRATIVE FUNCTIONS:**

- Manage the association's general administrative and operational affairs, including financial oversight such as budget planning and monitoring. Maintain the calendar and meeting schedules for the RCDA Executive Board. Generate and keep track of correspondence and reports.
- Administer and organize RCDA documents effectively.
- Prepare annual budgets, expense reports, and accounts payable reports for the accountant.
- Ensure that all required files are maintained appropriately.

### **ESSENTIAL PROJECT MANAGEMENT FUNCTIONS:**

- Deliver project development, technical support, inspection, and management services for economic growth and infrastructure projects as directed by the RCDA Executive Board. For projects in the City of New London, these services will be provided with the approval of the RCDA Executive Board.

- Your role is essential in ensuring that schedules and deadlines are met, projects are completed properly, and, most importantly, all city, state, and federal regulations are complied with. Your efforts will be vital in meeting these standards and contributing to the overall success of our projects.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Possess substantial knowledge of community development, economic development, and urban renewal principles, particularly as they relate to municipal needs and federal and state grant programs.
- Have a strong understanding of public administration and grant administration.
- Proficient in operating personal computers and adapting to industry-specific software, grant reporting tools, and lead testing equipment.
- Skilled in using counseling techniques to engage effectively with individuals from diverse backgrounds, especially those in at-risk groups.
- Strong written and verbal communication skills and experience in developing and delivering group presentations.
- The capability to oversee different professionals' and community-based organizations' programs and activities.
- Ability to collaborate effectively with superiors, subordinates, peers, political groups, professional organizations, government agents and agencies, neighborhood groups, and the general public.
- Ability to operate a motor vehicle in Connecticut, along with the agility to work in an office environment and perform the physical tasks required for conducting inspections.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in Public Administration, Health Science, Social Science, Urban Planning, or a related field, plus three (3) years of responsible experience in grant administration, including managing grant funding.

### **PHYSICAL DEMANDS:**

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Typing, writing, reading, hearing, and speaking
- Use of hands and fingers to operate office equipment
- Frequent sitting
- Standing, walking, and kneeling
- Some lifting and carrying up to 10lbs
- Noise level is moderately quiet

Revised: 3/25/2025

**Renaissance City Development  
Association (RCDA)  
Employment Application**

**HR Department**  
13 Masonic Street  
New London, CT 06320

**I. Application**

Position (job) for which you are applying.  
*Please use Title from job announcement.*

**II. Personal Data**

1) Name (Last)	(First)	(MI)	(other names known as)	
2) Address (Street)	Apt. #	(City)	(State)	(Zip)
3) Telephone - Home ( )	Office ( )			
4) Email Address				

**List permanent address, if other than shown above.**

5) Address (Street)	Apt. #	(City)	(State)	(Zip)
6) Address (Street)	Apt. #	(City)	(State)	(Zip)
Address (Street)	Apt. #	(City)	(State)	(Zip)
Address (Street)	Apt. #	(City)	(State)	(Zip)

**III. Education and Training**

<p>1) Check Highest Grade Completed (<input type="checkbox"/>4 <input type="checkbox"/>5 <input type="checkbox"/>6 <input type="checkbox"/>7 <input type="checkbox"/>8) (<input type="checkbox"/>9 <input type="checkbox"/>10 <input type="checkbox"/>11 <input type="checkbox"/>12) (<input type="checkbox"/>13 <input type="checkbox"/>14 <input type="checkbox"/>15 <input type="checkbox"/>16) (<input type="checkbox"/>17 <input type="checkbox"/>18)</p>	<p>2) High School Equivalency Test Date Completed _____ State Award _____</p>
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3) Type of School	Name and Location	Graduated	Type of Diploma/Degree	Major/Minor Field of Study
High School or Vocational				
Technical Institution or School				
Military				
Other/Seminars				
Undergraduate College or University				
Graduate College or University				

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#### IV. Clerical Skills

Typing

☐ Yes ☐ No

wpm:

Shorthand/Dictaphone

☐ Yes ☐ No

Computer Skills

☐ Yes ☐ No

If yes, list system(s) knowledge and capabilities:

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#### V. Special Qualifications and Skills (licenses, certifications, related training)

1)		
2)		
3)		
4)		
Do you have a valid Motor Vehicle Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> NO	Operator Number:	CLASS: (Check One) <input type="checkbox"/> 1 <input type="checkbox"/> 2 List CDL type:

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#### VI. Work History

In the space provided below, please give your employment history, beginning with your present or most recent employer. List all positions held. Include military duty, part-time, summer, and volunteer work. Also include any periods of unemployment.

1) Present Employer					
Address (Street)		(City)	(State)	(Zip)	Telephone
Position Title			From (Date)		To (Date)
Present Salary	Supervisor		May we contact <i>this</i> employer regarding your record of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Leaving					
Describe Duties and Responsibilities					
2) Employer					
Address (Street)		(City)	(State)	(Zip)	Telephone
Position Title			From (Date)		To (Date)
Ending Salary	Supervisor		May we contact <i>this</i> employer regarding your record of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Leaving					
Describe Duties and Responsibilities					

3) Employer				
Address (Street)		(City)	(State)	(Zip) Telephone
Position Title			From (Date)	To (Date)
Ending Salary	Supervisor		May we contact <i>this</i> employer regarding your record of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for Leaving				
Describe Duties and Responsibilities				

IF ADDITIONAL SPACE IS REQUIRED, PLEASE USE ADDITIONAL SHEETS, USING THE ABOVE FORMAT

## VII. General Questions (check appropriate box)

	Yes	No
1) <u>Do you legally have the right to work in the United States?</u> Do you possess an Alien Registration Card? Registration Number _____ <i>Note: Aliens must show an Alien Registration Receipt Card (Form I-151), or Form I-94 endorsed to permit employment.</i>		
2) Do you have any relatives already employed by the Renaissance City Development Association (RCDA)? If yes, please list names.		
3) Have you been employed by the Renaissance City Development Association (RCDA)? If yes, list position(s) held and dates of employment.  Position _____ From _____ To _____ Position _____ From _____ To _____		
4) <b>Note to Applicants: DO NOT ANSWER THESE QUESTIONS UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.</b> A review of the activities involved in such a job or occupation has been given.  Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?		
5) Have you ever been forced to resign or been dismissed from any position? If yes, provide details.		

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## VII. References

*Please provide the names of at least three (3) persons, other than relatives, who are familiar with your job qualifications and work performance.*

1) Name (Last)	(First)	(Relationship)		
Address (Street)	(City)	(State)	(Zip)	(Telephone)
2) Name (Last)	(First)	(Relationship)		
Address (Street)	(City)	(State)	(Zip)	(Telephone)
3) Name (Last)	(First)	(Relationship)		
Address (Street)	(City)	(State)	(Zip)	(Telephone)

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### **Declaration of Applicant (Certification)**

1. I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I further certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I am aware and understand that incomplete, false, or inaccurate information will result in the rejection of this application and that false information may result in my dismissal if employed.
2. The Renaissance City Development Association (RCDA) makes no guarantee of continued employment. In the event that I am employed by the Renaissance City Development Association (RCDA), I agree to comply with all of its orders, rules, and regulations.
3. I have read the position description for which I am applying. Failure to follow directions and complete all sections of this application is grounds for immediate disqualification from the recruitment process.
4. I also understand that my employment may be subject to the successful completion of an employment physical examination, and/or psychological examination and that my continued employment may be conditional upon satisfactorily continuing to meet job-related physical and mental requirements. If requested, I agree to submit to a job-related physical and/or psychological examination and/or drug and/or alcohol screen, performed by a qualified medical person of the Renaissance City Development Association (RCDA)'s choice. Such exam(s) shall be paid for by the Renaissance City Development Association (RCDA). I also agree that all information concerning said physical examination and/or psychological and/or a drug and/or alcohol screen, can be supplied to the Renaissance City Development Association (RCDA) or an authorized agent of this municipality, upon their request.

(Applicant's Signature)	(Date)
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