Independent Contractor - Project Manager

Downtown Development Through Public/Private Partnerships

Position Overview

The City of La Porte seeks to engage an experienced independent contractor to provide project management services supporting downtown redevelopment initiatives through public/private partnerships. The Contractor will coordinate State of Indiana READI (Regional Economic Acceleration and Development Initiative) grant-funded projects and related local matching funds to advance redevelopment efforts within the Near Downtown area.

The Contractor will work collaboratively with and report to the City's Community Development and Planning Director, the La Porte Economic Advancement Partnership (LEAP), the Urban Enterprise Association (UEA), local philanthropic organizations, and other stakeholders to facilitate project coordination, funding opportunities, stakeholder engagement, and successful project implementation. The Contractor shall retain sole discretion over the manner, means, methods, and sequence of performing the contracted services, subject only to the project objectives, deliverables, and contractual requirements established by the City.

Independent Contractor Status

The individual retained under this agreement shall serve as an independent contractor and not as an employee of the City of La Porte. The Contractor shall not be eligible for any wages, employee benefits, retirement benefits, leave benefits, workers' compensation coverage, unemployment compensation, or other benefits provided to City employees.

Nothing contained herein shall be construed as creating an employer-employee relationship. The Contractor shall be solely responsible for all federal, state, and local taxes, insurance, licenses, permits, and any other obligations associated with operating as an independent contractor. The Contractor shall determine the means and methods of performing the contracted services, subject to the performance standards and deliverables established by the City.

Deliverables

- Coordination of all READI-funded projects.
- Timely grant reporting and compliance.
- Regular progress reports to the City.
- Coordination with LEAP, UEA, IEDC, and philanthropic partners.
- Achievement of project milestones and funding objectives.

- Communicate and coordinate with city personnel about the READI-funded projects.

Scope of Services

- **READI Grant Coordination:** Provide coordination and oversight of all downtown READI-funded projects, ensuring compliance with applicable grant requirements, project schedules, budgets, and reporting obligations.
- **Near Downtown Area Public Investment Oversight:** Coordinate mixed-use development, public space enhancements, infrastructure upgrades, and revitalization efforts within the targeted Near Downtown district.
- **Cross-Agency Collaboration:** Facilitate continuous alignment and communication between the City Redevelopment Director, LEAP, and the UEA to streamline business attraction, retention, and spatial planning.
- **Resource & Philanthropic Engagement:** Partner with local and regional philanthropic organizations, foundations, and private investors to leverage funding matches and secure creative capital for community-facing projects.
- **Internal Project Alignment:** In collaboration with and under the direction of the City's Community Development and Planning Director, coordinate with designated City representatives including Engineering, Planning, Code Enforcement, and Parks and Recreation—to eliminate bottlenecks and ensure projects have the regulatory, procedural and logistical support they need to proceed as quickly as possible.
- **Public & Stakeholder Engagement:** Provide project updates to boards, community groups, and the public, building consensus and enthusiasm for La Porte's growth vision.

Desired Qualifications & Core Competencies

- **Education & Experience:** Bachelor's degree in Public Administration, Urban Planning, Business Administration, Construction Management, or a related field. 3–5 years of experience in project management, economic development, or public-sector coordination is highly preferred.
- **Grant Management Expertise:** Proven track record of managing complex grants (experience with Indiana state grants like READI or Indiana Office of Community and Rural Affairs (OCRA) initiatives is a major plus).
- **Team Builder:** Exceptional interpersonal skills with a demonstrated ability to collaborate effectively across public agencies, private developers, and non-profit/philanthropic boards.
- **Strategic Execution:** Strong organizational skills with the ability to manage multiple capital-intensive projects simultaneously without losing sight of the details.
- **Communication:** Clear, concise verbal and written communication skills tailored for diverse audiences, from city council members to neighborhood residents.

Performance Expectations

Within the first six (6) to twelve (12) months, the Contractor is expected to have mapped the milestones for all current READI initiatives within the Near Downtown area, established a recurring communication process among IEDC, LEAP, UEA, and City staff, facilitated efficient coordination among public agencies, and assisted in securing matching philanthropic resources for redevelopment projects.

Contract Administration

The Contractor shall coordinate with the City's designated project representative (Community Development and Planning Director) regarding project status, deliverables, and scheduling. The City may review the Contractor's work product to ensure compliance with the requirements of the Professional Services Agreement but shall not control the manner or means by which the Contractor performs the services.

Nondiscrimination

The Contractor shall comply with all applicable federal, state, and local laws prohibiting discrimination. In the performance of the services under this Agreement, the Contractor shall not discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity, or any other status protected by applicable law.

Submit your resume and cover letter to Susanna@sagamoreinstitute.org for consideration.