



City of Detroit Chief of Neighborhood Affairs

SALARY	\$132,728.00 - \$198,327.00 Annually	LOCATION	Coleman A Young Municipal Center, MI
JOB TYPE	Appointed (Other)	JOB NUMBER	20254932014MAYORbb
DEPARTMENT	Mayor's Office	OPENING DATE	04/27/2026
CLOSING DATE	5/11/2026 11:59 PM Eastern	BARGAINING UNIT	9020-Non Union Appointees Level I

Description

CHIEF OF NEIGHBORHOOD AFFAIRS

The Chief of Neighborhood Affairs is principal oversight for population-specific outreach and advocacy objectives City-wide. The Chief of Neighborhood Affairs ensures that the Mayor's messaging and platform is applied equitably and in a timely manner to each District and special population within the City.

As such, intimate knowledge of each City Council District both geographically and politically – educational institutions, legacy institutions, parks, recreation centers, neighborhood leaders, block clubs, City Council representatives, churches, senior buildings, faith-based institutions and the like – should be a cornerstone of this principal's experience. Serve as a principal advisor to the Mayor on neighborhood vitality, safety, youth and education, faith-based engagement, and services for seniors.

This senior executive will provide unified leadership across multiple offices—DONs, Youth and Education, Neighborhood and Community Safety, Faith-Based Initiatives, and Senior Citizen Affairs—ensuring aligned, equitable, data-driven programs that strengthen neighborhoods, improve quality of life, and foster trusted partnerships with residents, schools, faith communities, service providers, and local organizations.

Examples of Duties

Key Responsibilities:

- Strategic Leadership and Alignment
 - Develop and execute an integrated neighborhood affairs strategy that advances safe, vibrant, and equitable communities in alignment with the Mayor's priorities.
 - Serve as the Mayor's principal advisor on neighborhood policy, community safety, youth development, education partnerships, faith-based collaboration, and aging services.
- City-wide Engagement
 - Ensure that all neighborhood ground-level engagement initiatives are tailored to distinct populations, can be equitably accessed, and ensure that residents are aware of and are included in City government initiatives
 - Ensure that the Administration fosters opportunities for and increases participation in voluntary civic duties: voting, community resource event attendance, neighborhood planning and development engagement, town hall and charter mandated meeting participation

- Oversight of Offices and Programs
 - Provide executive leadership to the Department of Neighborhoods, Youth and Education, Office of Neighborhood and Community Safety, Office of Faith-Based Initiatives, and Office of Senior Citizen Affairs; ensure coordination, consistent policy application, and cross-departmental outcomes.
 - Establish performance standards, ensure effective governance, and foster collaboration across offices to deliver seamless programming, funding, and regulatory processes.
- Neighborhood Health, Safety, and Quality of Life
 - Champion neighborhood revitalization, blight reduction, housing stability, and access to essential services; support proactive safety initiatives in partnership with police, community groups, and service providers.
 - Promote community-centered approaches to conflict resolution, housing and land use, public space improvements, and neighborhood economic opportunities.
- Youth and Education Support
 - Advance strategies to improve youth outcomes, access to quality education, after-school opportunities, and family supports; align with school district and community partners.
 - Build pipelines for workforce readiness and lifelong learning for Detroit youth and families.
- Faith-Based and Community Partnerships
 - Strengthen collaboration with faith-based organizations to expand service delivery, community outreach, and volunteer engagement; ensure respectful, inclusive engagement with diverse faith traditions.
 - Leverage faith-based networks to amplify neighborhood initiatives and mobilize local resources.
- Senior Citizens Affairs
 - Advocate for seniors by coordinating services, housing stability, transportation access, and aging-in-place programs; collaborate with healthcare and social services partners to meet senior needs.
- Public-Private and Community Engagement
 - Cultivate partnerships with non-profit organizations, educational institutions, businesses, philanthropy, and regional partners to mobilize resources and shared investments in neighborhood outcomes.
 - Represent the City in community forums, coalitions, and strategic planning processes; maintain transparent communication with residents and stakeholders.
- Policy Development, Compliance, and Risk Management
 - Draft and refine policies that affect neighborhoods, safety, youth programming, faith-based engagement, and senior services; ensure compliance with laws, ordinances, and procurement rules.
 - Identify risks, establish controls, and monitor program performance and financial stewardship.
- Budget, Grants, and Performance Analytics
 - Guide budgeting and resource allocation across the five offices; oversee grants administration and compliance; measure impact with clear KPIs and regular reporting to the Mayor and City Council.
 - Use data-driven insights to inform decisions, adjust strategies, and communicate results to diverse audiences.
- Talent, Culture, and Organizational Excellence
 - Build and maintain a high-performing, diverse, and inclusive leadership team; promote cross-functional collaboration, professional development, and succession planning.

Minimum Qualifications

Education

- Preferred: Master's degree in Public Administration, Public Policy, Urban Studies, Social Work, Education, Community Development, or a closely related field.
- Alternative: Juris Doctor (JD), Master's in Business Administration (MBA), or Doctorate (EdD, PhD) in a relevant field, plus substantial relevant experience.

Experience

- Minimum: 12+ years of extensive experience in public or community-based leadership with progressive responsibility in neighborhoods, youth/education, public safety, faith-based/community engagement, or aging services.
- Senior leadership: 5+ years in a senior or executive management role overseeing multiple offices or programs, preferably within municipal government or a public-sector context.

- Demonstrated experience leading or executing City-wide programming, strategies or objectives.
- Demonstrated success in cross-sector collaboration, community engagement, and delivering outcomes in diverse urban neighborhoods.

Equivalencies (Education/Experience)

- Bachelor's degree plus 14–20 years of relevant experience, including 5+ years in a senior leadership position or comparable experience.
- Master's degree plus 8 – 12 years of progressively responsible public-sector leadership in neighborhood, youth/education, safety, faith-based outreach, or aging services or comparable experience.
- JD or MBA plus 6 – 10 years of relevant leadership experience.
- Relevant certifications (e.g., Certified Public Manager, Project Management Professional) or equivalent community leadership track may substitute for portions of formal education.
- Any combination of education, certifications, and hands-on leadership in municipal or regional neighborhood development, safety, youth services, faith-based outreach, and senior services.

Licenses, Certifications and Licenses (optional but desirable)

- CPM (Certified Property Manager), CPP (Certified Public Manager), PMP (Project Management Professional), or similar credentials.
- Relevant professional associations in public policy, urban planning, social work, or aging services.

Supplemental Information

Reports To: Mayor's Chief of Staff

Direct Reports:

- Director, Department of Neighborhoods (DONs)
- Director, Youth and Education
- Director, Office of Neighborhood and Community Safety
- Director, Faith-Based Initiatives
- Director, Office of Senior Citizen Affairs
- Additional cross-cutting liaisons and program leaders as assigned

Job Type: Appointed - Full-time

Knowledge, Skills and Abilities

- Strategic thinking with the ability to translate vision into actionable programs, budgets, and measurable outcomes.
- Deep understanding of urban neighborhood dynamics, public safety, youth development, education partnerships, faith-based collaboration, and aging services.
- Strong relationship-building, stakeholder management, and community engagement capabilities; political acumen and diplomacy.
- Data-driven decision-making, program evaluation, and performance management.
- Budgeting, grants management, contract oversight, and risk management.
- Excellent communication, negotiation, and cross-cultural competence; ability to articulate complex concepts to diverse audiences.
- Commitment to equity, inclusion, and transparent governance; proposal development and advocacy skills.

Employer

City of Detroit

Address

Coleman A. Young Municipal Center
2 Woodward Ave ste 316
Detroit, Michigan, 48226

Website

<http://www.detroitmi.gov/Detroit-Opportunities/Find-A-Job>

Chief of Neighborhood Affairs Supplemental Questionnaire

*QUESTION 1

Please indicate your highest level of education completed:

- High School Diploma/GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- PhD/J.D.
- No Education experience

*QUESTION 2

How many years of experience do you have in public or community based leadership?

- Less than 6 years of experience
- 6 or more years of experience
- No Experience

*QUESTION 3

Which of the following best describes your relevant professional experience? (Select all that apply)

- Experience translating vision into actionable programs, budgets, and measurable outcomes.
- Strong understanding of urban environments, including public safety, youth development, education, faith-based partnerships, and aging services.
- Proven ability to build relationships, manage stakeholders, and navigate complex political and community dynamics with professionalism and diplomacy.
- Experience in data analysis, program evaluation, budgeting, grant management, contract oversight, and risk management.
- Excellent communication and negotiation skills, with a demonstrated commitment to equity, inclusion, transparent governance, and advocacy
- No Experience

*QUESTION 4

Which of the following transferable skills do you possess? (Select all that apply)

- Strategic planning and vision setting
- Operational leadership and process improvement
- Financial management and budgeting
- Talent development and team leadership
- Stakeholder engagement and relationship management
- Change management and organizational transformation

Policy development and governance

N/A

***QUESTION 5**

Have you ever been, or are you currently, a resident of the City of Detroit?

YES

NO

***QUESTION 6**

Have you ever worked for the City of Detroit?

YES

NO

* Required Question