

Community Development Coordinator Saugatuck Township, Michigan

Saugatuck Township is seeking a Community Development Coordinator to support the implementation of Township projects, coordinate development activities, and assist in advancing community initiatives in a growing lakeshore community.

Located along the shores of Lake Michigan, Saugatuck Township is a welcoming, nature-rich community where people thrive and are inspired to create a bright future. The Township is actively investing in projects that enhance quality of life, protect natural resources, and support thoughtful growth.

About the Role

This position works directly with the Township Manager to support a wide range of initiatives, including infrastructure expansion, corridor planning, park development, and other capital projects. The Coordinator also plays an important role in guiding development projects through the review and permitting process by coordinating with Township departments and outside agencies.

The work is hands-on and collaborative—focused on helping projects move forward, solving problems, and ensuring that both public and private initiatives are implemented effectively.

About Saugatuck Township

Saugatuck Township is a community in motion.

The Township is currently advancing several high-impact initiatives, including:

- Transformation of the Blue Star Highway corridor into a safer, more walkable, neighborhood-scaled environment
- Expansion and enhancement of parks and recreation amenities
- Investment in a growing non-motorized transportation network
- Ongoing efforts to preserve and restore natural resources

Our Culture

Saugatuck Township is defined by a strong sense of community and a commitment to public service.

We are community-oriented and focused on solving problems for our residents. Our team is collaborative, forward-thinking, and resourceful.

What You'll Do

- Support implementation of Township-led projects
- Coordinate development projects and assist applicants
- Work with multiple agencies to move projects forward
- Track progress and ensure compliance
- Coordinate enforcement tracking
- Assist with economic development and communications

Qualifications

Background in planning, public administration, project management, or related field.

Compensation & Benefits

Salary range is \$65,000 to \$80,000, depending on qualifications and experience. Benefits include health insurance, HSA, vision and dental stipend, PTO, and professional development support.

Join Our Team

Saugatuck Township offers a collaborative work environment and meaningful project experience.

Application Process

Interested candidates should submit a cover letter, resume, and three professional references for consideration. Application materials should highlight relevant experience and interest in the position.

Submissions and inquiries should be directed to:

Daniel DeFranco, Township Manager
ddefranco@saugatucktownshipmi.gov