



Consultant Staff Services to the MLK CIA

Scope of Services

- Schedule, prepare meeting materials, and facilitate regularly scheduled board meetings, including committee meetings, as required.
- Assist the City of Jackson and the Chief Equity Officer with their efforts to identify and secure funding opportunities that can be used to support the needs of the MLK CIA.
- Attend/ participate in relevant meetings with regulatory bodies on behalf of the CIA, and provide interaction with interested parties (developers, residents, board members, other community, and economic development partners, etc.).
- Coordinate program design, budgeting, fund attraction, and program launch assistance for the various projects and programs identified in the MLK CIA Development and Tax Increment Financing Plan and approved by the Board of Directors.