



# BENJAMIN LEE

Community Development Manager

## PROFESSIONAL SUMMARY

Accomplished Community Development Manager with 7 years of experience in driving community initiatives, fostering collaboration, and securing funding for impactful programs. Expertise in strategic planning and community engagement to enhance resident participation and promote sustainable growth. Dedicated to leveraging innovative approaches that empower communities and improve quality of life.

## WORK EXPERIENCE

**Community Development Manager** Mar / 2021-Ongoing  
**Seaside Innovations** Santa Monica, CA

1. Develop and implement community engagement strategies to enhance local participation.
2. Managed the Housing Division staff and oversaw consulting contracts to optimize operational efficiency.
3. Coordinate with local organizations to foster partnerships and collaborative projects.
4. Researched housing and community development grants, successfully preparing applications that secured funding.
5. Developed policies and program guidelines for various housing initiatives, monitoring progress and making recommendations for improvements.
6. Created a comprehensive database of community members to enhance engagement and outreach efforts.
7. Facilitated community workshops to gather feedback on housing needs and improve program responsiveness.

**Community Development Manager** Mar / 2018-Mar / 2021  
**Silver Lake Enterprises** Seattle, WA

1. Streamlined payroll processes using advanced spreadsheet software to ensure timely and accurate compensation.
2. Managed Human Resources functions, including tracking resident trust accounts and compliance with regulations.
3. Conducted criminal background checks to maintain safety and security within community programs.
4. Handled multi-line phone systems, ensuring efficient communication among stakeholders.
5. Oversaw daily banking operations, maintaining accurate financial records and deposits.
6. Provided technical support for office equipment, ensuring operational continuity.

## EDUCATION

**Master of Public Administration** Mar / 2015-Mar / 2018  
**Harvard University** Santa Monica, CA

Focused on community development and public policy.

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## SKILLS



## INTERESTS

Scuba Diving E-sports  
Reading Fiction Puzzle Solving

## STRENGTHS

Stewardship Teamwork  
Tenacity Vision

## LANGUAGES



## ACHIEVEMENTS

- Increased community participation by 30% through targeted outreach programs.
- Secured over \$500,000 in grant funding for community development projects.