

To whom it may concern,

I am writing to apply for the City Manager position with the City of Flagler Beach, FL.

I bring a broad range of professional experiences ranging from state and local government to nonprofit coordination of programs and services. I believe my skill set and energy would be the perfect fit for your organization. My background includes coordinating operations, teams, and processes to drive business, local government and customer service success. From serving as the primary point of contact and support for local businesses to developing working relationships with employers, educators, economic developers, local elected officials, and representatives from other community-based organizations, I have the ability to quickly connect with stakeholders to promote and coordinate shared goals.

My current position at the City of Center Line serving as their Economic Development Director has offered me the opportunity to refine my skills and deepen my knowledge of both economic development and municipal government. I have built an extensive network of contacts throughout various regions of the country which positions me to thrive in this challenging opportunity. Moreover, my success has been defined by my strong communication skills, solid business acumen, considerable practical experience, and ability to rally staff around a common goal. With a solid track record behind me, you can be confident that I can do the same for your organization by coordinating employer and public outreach, generating leads, understanding the city budget, writing successful grants (over \$1,000,000 total from 2019-2020) and utilizing data to drive and inform strategies. I also possess extensive strategic planning experience. Please see my resume for additional information.

I hope that you will find my experience and interests are a solid match for the City Manager position. I am someone that is results driven, focused on completing tasks and goal oriented. With my grit, drive, and determination, I could swiftly surpass your expectations. The opportunity to discuss the position in detail would be welcome.

With appreciation,

Collin F. Mays
mayscollinf@gmail.com

COLLIN FOSTER MAYS

|mayscollinf@gmail.com

WORK EXPERIENCE

City of Center Line

Economic Development Director | December 2019- Present

- Wrote and successfully secured five grants during the Covid-19 crisis totaling more than \$600,000
- Managed city wide CDBG (Community Development) funds
- Established the inaugural Center Line Business Council which includes 10 employers in the City of Center Line. Business Council focuses on business retention and attraction
- Establish new business relationships throughout Center Line and Metro Detroit area
- Establish monthly business to business chats and employer retention visits
- Host monthly meetings with local chambers of commerce, churches, nonprofits and community leaders
- Establish the inaugural "Business of the Month" concept in recognition of local businesses in Center Line
- Attend trade shows to generate new business interest
- Establish social media outreach efforts to attract new business
- Host the inaugural business resource open house, which connects businesses to multiple resources at once including federal, state and local agencies
- Establish comprehensive economic development, real estate and workforce development plans
- Partner with the DDA (Downtown Development Authority) to attract new business

Southeast Michigan Community Alliance (SEMCA)

Business Development Coordinator | October 2018- December 2019

- Oversee a core staff of 12, plus two additional staff members from another agency
- Establish new business relationships throughout the Metro Detroit area
- Host monthly meetings with local chambers of commerce and community leaders
- Establish two Business Resource Networks in Monroe and Wayne County within 6 months
- Increased employee retention for all Monroe and Wayne County participating businesses by 93%
- Manage a \$1-million Community Ventures Budget
- Perform audits
- Track data using Salesforce

Talent Development Coordinator | June 2017 – October 2018

- Administer all Incumbent Worker, On the Job Training and Skilled Trades Training Fund, Customized Training and Work Experience contracts with employers
- Increased registered apprenticeships by 60% throughout Southeast Michigan
- Established 8 new apprenticeship programs across Southeast Michigan
- Secured \$1million dollars for regional employers through the Skilled Trades Training Fund
- Oversee a staff of 12
- Manage grants —successfully secured Go Pro Pre-apprenticeship Grant
- Oversee budgets associated with grants (largest budget managed has been \$200,000)
- Meet and follow up with employers to discuss projects, goals, organization challenges and identify solutions
- Engage employers in Wayne and Monroe County to create a diverse workforce

- Establish partnerships with local chambers of commerce to increase awareness of apprenticeships
- Partner with community colleges and other training providers to identify underrepresented populations in the workforce
- Enter and track data by using Salesforce

Southeastern Michigan Health Association

Contract Manager | May 2016-January 2017

- Manage data and budgets
- Manage contracts throughout Wayne County
- Work closely with agencies to ensure youth are reaching their goals
- Perform Audits
- Community Outreach

Office of State Senator David Knezek

Michigan Senate

District Director | January 2015- May 2016

- Handle all District concerns for constituents. Plan coffee hours and organize community events.
- Work with community leaders – clergy, business and elected officials – to schedule events
- Manage media relations. Write press releases, arrange press kits and plan media appearances.
- Supervise Interns.

EDUCATION

Oakland University – Master of Public Administration

Western Michigan University – Bachelor of Arts | Political Science

AFFILIATIONS AND ACTIVISM

Mays Family Scholarship – Ambassador, promoting awareness through media appearances across the five states where the grants are administered to college students

Midwest Political Science Association- Member

ICMA (International City/County Management Association) - Member (Previous Graduate College Chapter President at Oakland University)

MME (Michigan Municipal Executive) - Member

National Forum for Black Public Administrators- Member

Established the Mays Family Scholarship in January of 2017.

The scholarship is aimed at assisting undergraduate students in completing their degree.

Three video clips detailing the scholarship are below:

<http://www.fox2detroit.com/weekend/236722473-videos>

<http://www.wxyz.com/news/political/spotlight-on-the-news/spotlight-on-the-news-inside-ltus-detroit-design-center-and-the-mays-family-scholarship>

<http://www.arkansasmatters.com/news/mays-family-scholarship/696741477>

AWARDS

Crain's Detroit Business 20 in their 20's-Class of 2019

Motor City Honors Twenty to Watch- Class of 2019

Michigan Talent Investment Agency- Most new registered apprenticeships in the State of Michigan- 2017

Michigan Chronicle, 40 under 40- Class of 2015