

Economic Development Coordinator
Dept. of Community Development & Planning, City of Gardner, MA

Experienced professional to lead City's efforts to identify, attract, retain and assist business and industry. Bring together resources such as incentives, financing, grants and workforce training to support business development. Knowledge of principles, practices and techniques for supporting business growth, marketing and public relations. Excellent oral and written communication skills required. At least five years of professional level experience in commercial lending, real estate, economic development or business assistance. Familiarity with state business development programs advantageous. Comprehensive municipal benefit package. A more detailed job description is available on request. Submit a resume to Deborah Pond, Personnel Director, City Hall, 95 Pleasant Street, Room 128, Gardner, MA 01440 no later than March 6, 2009. The City of Gardner is an EO/AA employer.

Economic Development Coordinator (Full Time)

Position Overview:

The Economic Development Coordinator identifies factors necessary to attract and retain new economic development interests, and coordinates promotional activities such as site tours, presentations for and meetings between local area business, government, real estate and development representatives, and prospective client companies. The incumbent works with considerable independence and initiative under the direction of the City's Director of Community Development and Planning with more general direction from the Gardner Redevelopment Authority (GRA), Greater Gardner Industrial Foundation (GGIF) and the Mayor regarding economic development.

Essential Duties and Responsibilities:

- Develops and implements strategic plans to attract business and industry to the City of Gardner;
- Participates in the long-range planning, development of marketing strategies and activities, and actions for business attraction, retention, and assistance efforts;
- Represents the GRA, GGIF and the City administration to various private enterprise and public agencies;
- Coordinates efforts and information with various organizations and agencies such as: Chambers of Commerce, North Central Massachusetts Economic Development Council, North Central Massachusetts Workforce Investment Board, Montachusett Regional Planning Commission, City Departments and others throughout the region, to identify, attract, retain and assist business and industry;
- Brings together available resources of the area, the State and Federal Government with potential business development opportunities including incentives, financing, grants and workforce training;
- Solicits development proposals from private development companies and businesses, and analyzes the feasibility of these projects;

- Coordinates with various businesses, agencies, community organizations, and City departments the conduction of presentations and site tours for the purpose of promoting the City of Gardner;
- Researches and compiles demographic and economic data in response to prospective client inquiries;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service in recruiting and retaining businesses for the area.

Qualifications:

Knowledge of:

- Economic development principles, practices, and techniques.
- Grants and incentives available from government agencies that support the business community and economic growth.
- Laws, ordinances, regulations, and policies of various government agencies as they affect the business community and economic development efforts.
- Principles, techniques, and objectives of public relations and information.
- Principles and techniques of marketing, promotion and sales.
- Principles, practices and techniques for financing business growth.
- Current economic, development, and demographic trends in northern Worcester County and in the Commonwealth of Massachusetts.
- Research methods and techniques.

Ability to:

- Serve in a liaison and expeditor role between various government agencies and private business and development representatives.
- Coordinate and direct presentation efforts among a variety of sources.
- Work cooperatively with business, government executives, and representatives.
- Communicate and present ideas clearly and concisely, both orally and in writing with various sized groups, and individuals of differing social, economic, and political backgrounds.

Requirements:

Five years of professional level experience in commercial leasing, real estate contract negotiation, or economic development, redevelopment, or business assistance, including experience in program implementation, marketing, and public information efforts, and a bachelor's degree in public or business administration, economic development, urban planning, or a closely related field. Other combinations of experience and education that meet the minimum requirements may be substituted. Must also possess a demonstrated knowledge of current Windows operating systems; competency with Microsoft applications such as word, excel and database operations.

**Development Authority of Columbia County
Position Description**

Working Title: Economic Development Coordinator

Work Location: Center for Trade and Tourism

Reports To (Title): Executive Director

Date Prepared: June 5, 2014

Approved By: Executive Director

Position Summary

The Economic Development Coordinator will be responsible for the coordination of administrative, operational, and planning activities for the Executive Director. The incumbent maintains department records.

The Economic Development Coordinator must be dynamic, high-energy, organized, and able to support cross-functional coordination in a fast paced environment. The Economic Development Coordinator must also possess excellent judgment and have a proven ability to independently manage multiple tasks and projects with competing priorities and deadlines, screen and prioritize communications from external and internal sources, organize and maintain administrative processes, and handle details of a highly confidential and critical nature.

Duties and responsibilities include, but are not limited to, preparing travel itineraries, assisting with the department budget preparation, preparing financial documents, agendas, notices, minutes and resolutions for County meetings, and conducting research.

The Economic Development Coordinator will be required to be available during regular business hours and on occasion/as needed on evenings and/or weekends, to provide support and assistance to the Executive Director. Some travel will be required.

Principal Accountabilities

- Possesses the ability to anticipate the Executive Director's needs and proactively brings together appropriate people and resources to support the Executive Director in addressing a variety of issues.
- Manages internal and external contacts for Executive Director, proactively understanding who they are and which should receive priority.
- Assist with maintaining a target list of site selection consultants, targeted companies, and developers to use in planning future marketing trips.
- Assist with the preparation and follow up on marketing trips.
- Organizes programs, events, meetings or conferences by arranging facilities and caterers, issues information or invitations, coordinates speakers for events, and manages event budget.
- Composes correspondence/reports and/or email replies for the Executive Director.
- Prepares office payroll, expense reports, reimbursement requests, purchase requisitions, payment requests, and other department forms and documents.

- Understands organizational policies and procedures necessary to ensure appropriate decision-making protocols are followed.
- Assists the Executive Director with development of material for speeches, prepares visual aids, and may occasionally make public presentations to organizations and special interest groups.
- Develops and recommends new communication methods and enhancements.
- Assist with the development of marketing materials used in all aspects of economic development.
- Update information on internet, including social media, tracking of property inventory, demographic data, etc.
- Organize and prepare demographic data for website.
- Supports business retention and expansion efforts.
- Develops agenda packages, prepares reports to Committees and Board, and records minutes of meetings as required.
- Ensures that various administrative tasks are done in an effective and efficient manner, including copying, reviewing outside mail, drafting correspondence, screening phone calls when requested, and maintaining executive files as needed.
- Develops and maintains databases used by the development Authority.
- Prepares management and budget performance reports as required.
- Maintains miscellaneous and confidential files, and retention files in compliance with state/federal regulations.
- Assists internal and external auditors by providing data needed to complete audits.
- Assists in collecting statistical information needed for preparing RFI(s)/RFP(s).
- Prepares reports/documents to send to professional printers to be published.
- Maintains financials and process monthly bills and invoices
- Processes and assists with requests for public information.
- Orders and maintains office supplies.
- Performs other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Confidentiality

Must maintain the highest level of confidentiality of client and prospect files and information.

Professionalism

The individual will interact with business leaders in a local, state, and national level and must present a professional, business appearance and attitude.

Education and/or Experience

A bachelor's degree in public administration, public relations, marketing, business, or a similar course of

study is required. Two to three years' experience in research based economic development. Equivalent combinations of education and experience may be considered for the minimum requirements.

Language/Communication Skills

Must be able to communicate effectively with co-workers, board members, prospects, and partners. Ability to read, analyze, and interpret common tasks. Ability to effectively present information to management. Must excellent written, oral and presentation skills, and must maintain effective interpersonal relationships.

Grant Writing Skills

Must possess experience and/or knowledge of grant writing and have an understanding of grant administration. A proven track record is preferred.

Mathematical Skills

Ability to apply concepts of basic math, including addition, subtraction, multiplication, and division. An understanding of basic accounting principles is necessary.

Computer Skills

Must have proven skills in basic computer applications to include: internet, QuickBooks, web-based administration, social media, and Microsoft Office Suite, including PowerPoint, Publisher, Excel, Word, etc.

Reasoning Ability

Ability to define problems, collect and analyze data, establish facts, and draw valid conclusions.

Certificates, Licenses, & Registrations

Valid state driver's license and current proof of vehicle insurance.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, stoop, walk, sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms. Must be capable of lifting and moving a minimum of 5 lbs to a maximum of 25 lbs with minimum assistance.

Work Environment

Must have the ability to take initiative, work independently, and multitask. Must be adaptable to an every changing fast paced work environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Economic Development Coordinator

Incumbent:	Vacant
Classification:	Unclassified
FLSA Status:	Exempt
Pay Range:	Per Management Pay Plan
Department:	City Manager's Office
Reports To:	City Manager
Supervises/ Oversees:	n/a

NATURE OF WORK

Under the general direction of the City Manager, this executive management position plans, organizes, and implements an economic development program to promote the growth and development of the City's economic base, assists in the retention and expansion of existing businesses, and vigorously seeks out new businesses for the City. The position has considerable interface with all departments of the City, City Council, and the development and business community.

The successful Economic Development Coordinator is a self-motivated, innovative leader with excellent communication and presentation skills who is willing to occupy a highly visible position in the community, work closely with business and developmental interests while maintaining excellent relations with City Council and other members of the municipal team. The Coordinator has managerial competence, maturity of judgment and strong personal leadership as well as an eye for detail while keeping the "big picture" in perspective.

ESSENTIAL FUNCTIONS

Each of these essential job functions will require the employee to be able to make independent decisions in response to varied circumstances in order to achieve overall objectives of preserving and promoting growth and development of the City's economic base.

1. Plans, directs and organizes City's economic development activities.
2. Proposes strategy to achieve goals and objectives for Economic Development to the City Manager; exercises broad discretion and makes independent judgments to attain goals and objectives; monitors local, state and federal legislation and legislation relating to economic development.
3. Serves as liaison to: the Delaware Area Chamber of Commerce, the Delaware County Port Authority, the Community Improvement Corporation, Main Street Delaware and other public, private groups interested in economic development.
4. Works in close coordination with the Delaware County's Economic Development Director.
5. Prepares and maintains electronic database on utilities, taxes, zoning, transportation, community services, financing tools, etc; responds to requests for information for economic development purposes; prepares and analyzes demographic information.
6. Responds to local citizens inquiries regarding local economic development activities and opportunities.
7. Responsible for establishing, maintaining and coordinating working relationships with federal, state, county, and regional agencies involved in economic development and workforce education and training.
8. Addresses businesses and civic groups regarding economic development activities.
9. Prepares and administers the City's Business and Industry Marketing Program.
10. Provides leadership for the active participation of business and community residents in marketing the City to visitors.

ILLUSTRATIVE EXAMPLES OF WORK

- Serves as liaison with public, private and non-profit organizations for business attraction, creation, expansion and retention activities.
- Assists in the creation and analysis of joint economic development districts, tax incentive financing districts, business incentive programs and cooperative economic development agreements.
- Prepares information for dissemination to potential business clients, including economic, statistical, financial, population, growth, demographic and other information.
- Assists potential new businesses in site analysis, including demographic, tax, fee, development and related information.
- Presents oral and written reports to City agencies, City Council, economic development interest groups, other interested parties and groups as well as the general public.
- Performs other related duties as required.

KNOWLEDGE

- Knowledge of the theory, principals and practices of economic and community development.
- Knowledge of the theory and practices of micro and macro economics, finance, marketing and general business administration.
- Knowledge of state, federal, and regional grant programs pertaining to economic and community development.

ABILITIES

- Ability to communicate effectively in oral and written form.
- Ability to make important judgments with regard to varied business matters of significance to the City.
- Ability to think analytically and creatively.
- Ability to work independently.
- Ability to obtain professional certification as a Certified Economic Developer.
- Ability to establish and maintain effective working relationships with local business leaders, business association officials, federal, state, local and regional economic development officials, City staff, City Council, Boards and Commissions and the general public.

REQUIRED TRAINING, EXPERIENCE, AND QUALIFICATIONS

This position requires high-level technical, professional and managerial competency with a proven and verifiable track record of success. A Bachelor's Degree (Master's Degree preferred), in public or business administration, economics, finance or related field is required. Five (5) years progressively responsible experience in senior-level economic development activities in a public sector agency or in another equivalent organization that would confer a comparable skills base.

The ideal candidate will have a rich network of peers and colleagues and a proven record of forming and sustaining collaborative partnerships with key stakeholders. They will possess the following attributes and have a record of success in the following:

1. Comprehensive understanding of the operation of local and state government as applies to economic development plus sophisticated skills in finance, marketing, communications and problem solving;
2. Comprehensive understanding of principles and practices of economic development and ability to accurately evaluate and effectively communicate complex economic development projects/ programs;

3. Innovation and creativity in building strong relationships with elected officials, City staff, neighborhoods, development community and regional agencies.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

1. The primary duties of this position are performed in a public office-building environment with some field assignments.
2. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively with others in person and over the telephone.
3. Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written materials and documents.
4. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer.
5. Sufficient mobility and flexibility, with or without reasonable accommodation, which permits the employee to work in an office environment.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the duties which may be required of employees holding a position assigned to this class.

The City of Delaware is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Delaware will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Created:

Revised: 05/2009, 07/2011

**JOB POSTING
DDA/ECONOMIC DEVELOPMENT COORDINATOR
February 20, 2014**

**CHARTER TOWNSHIP OF LYON
OAKLAND COUNTY, MICHIGAN**

General Description

The Charter Township of Lyon Downtown Development Authority (DDA) seeks the services of a qualified individual to coordinate and manage its economic development efforts. This is a professional position responsible for providing administration, project management and technical support to the Charter Township of Lyon Downtown Development Authority.

The position will possess sound understanding of local economic development, workforce development, business retention and expansion, investment attraction, and marketing principles and best practices; excellent communication and technical skills; and a proven track record of being able to work collaboratively and develop and manage long-term professional relationships with business and public agencies.

Duties and Responsibilities

- Coordinate and manage day-to-day operations, projects and programs of the DDA in coordination with Township elected and appointed officials. Under general direction of the Township Supervisor and DDA Board, prepare monthly DDA meeting agendas and packets, review and edit of meeting minutes, review invoices and prepare reports for DDA Board action, schedule and meet with residents, developers, business owners, real estate professionals, etc. interested in locating or expanding business(es) in the Township, meet with elected and appointed officials and staff, and consultants to review and coordinate economic and development activities, etc.
- Establish, improve and actively maintain communications in an effort to build relationships between Township elected and appointed officials, staff, consultants, residents and the Lyon business community with all governmental agencies at the Federal, State, County and local levels, such as, the Economic Development Administration (EDA), Michigan Economic Development Corporation (MEDC), Michigan State Housing Development Authority (MSDHA), Oakland County Planning and Economic Development Services (PEDS), Road Commission for Oakland County (RCOC), surrounding municipalities, and site selectors and real estate development professionals.
- Perform research for development activities and operations involving economic development, redevelopment, land development and business development.
- Complete and file reports required by Oakland County and the State of Michigan relative to the Downtown Development Authority.

- Assist with real estate property acquisition within the DDA, including property identification; organize and schedule property owner meetings and negotiations; perform required due diligence; coordinate real estate appraisals; coordinate with Oakland County agencies, such as the Road Commission for Oakland County and the Office of Land Description regarding acquisition and conveyance of road right-of-way, etc.
- Assist Township elected and appointed officials, staff, and consultants in creating and marketing an entrepreneurial culture within Lyon Township to promote redevelopment opportunities and job growth.
- Develop a regular business visitation program in order to establish and cultivate positive relations with and between businesses and the Township. Be a resource to local businesses to facilitate the maximizing of economic opportunities by utilizing Federal, State and local programs that may be available.
- Identify and recruit businesses to locate and/or expand in Lyon Township in conjunction, collaboration and coordination with MEDC, Oakland County PEDS, and the South Lyon Area Chamber of Commerce, as well as, site selectors and real estate development professionals.
- Facilitate job creation by aiding businesses efforts to access capital for start-up ventures and business expansion, growth and development.
- Obtain Federal, State and Foundation grants to support eligible economic development activities planned for/by the Township/DDA.
- Research and prepare periodic reports to the DDA and Township Board regarding the progress and scheduling of projects and related matters, and potential programs and/or economic development tools and programs that would support and/or further the Township's economic development efforts.
- Within the DDA district, the economic development coordinator will shepherd the revitalization of the Lyon Center Hamlet (i.e. New Hudson) and assist in the implementation of various strategic plans, such as the Lyon Center Vision Plan, the Grand River Streetscape Improvement Plan, the DDA Development Area and Tax Increment Financing Plan, and the Township's Master Plan.
- Prepare for and attend DDA, Township Board, and Planning Commission meetings as required.

Skills and Abilities

- The ability to communicate and work effectively with local governmental and community leaders (often after regular office hours) in planning, developing and implementing special projects and community/economic development programs.
- The ability to work independently; must be self-starter, and both a thinker and a doer.
- The ability to supervise others to accomplish division goals.
- The ability to learn quickly, using a variety of techniques.
- The ability to utilize Social Media and promote ways to enhance the Township Web site.

- **Acceptable Training and Experience**

- Must possess excellent interpersonal skills and should have a background that includes a Bachelor's Degree in business or public administration, economic development, urban planning, or a closely related field, and extensive (5+ years) experience in economic or urban development, business, or marketing, including project management experience, and administrative experience.
- Membership in a related professional organization and Certified Economic Developer training are highly desired.
- Considerable oral, computer and written communications skills, be proficient with various computer and internet applications and programs and an ability to work with governmental agencies.

- **Compensation**

- The suggested salary range is between \$45,000 and \$55,000 per year, based on a 40 hour work week, however, salary shall be commensurate with applicants education, skill and experience.
- The Township offers a respectable healthcare package for the employee and family.
- Township employees participate in a "457" investment plan as well as a defined contribution pension plan.

Apply

Send resumes and cover letter to:

DDA/Economic Development Coordinator Position
Charter Township of Lyon
58000 Grand River Avenue
New Hudson, MI 48165
Attn: Michele Cash, Lyon Township Clerk

Resumes and cover letters will be accepted up to 12:00 pm (noon), Friday, March 20, 2014.