

# **The City of Madison**

## **General Information**

Position Title: Director of Economic Development

Organization: City of Madison – Economic Development      Created/Updated On: 09/13/21

Reports to: Mayor

## **Position Summary**

***High level overview of the role of the position within the organization.***

To aggressively promote a community-based investment model for the City of Madison and indirectly for Jefferson County through business development, workforce development, and community development. Lead our Redevelopment and Economic Development Commissions in establishing priorities and execution of strategies. Work closely with the business, industrial, and education stakeholders including the Madison Area Chamber of Commerce and Madison Main Street organizations. Consistent community presence is required to build and foster relationships within the community. The successful candidate will also be responsible for supervising two project managers and be familiar with structure and reporting requirements of TIF Districts.

## **Responsibilities and Duties**

***Although other duties may be assigned as needed, the core duties and responsibilities of this position are:***

### **Duties & Responsibilities**

#### **Communications & Community Relations:**

- Maintain a close working relationship with the Mayor, City Council, Legislators, and local business and industry leaders, in all job retention, creation, and recruitment activities and decisions.
- Respond to inquiries concerning potential community and industrial development, expansion of area business, and/or matters pertaining to educational, cultural, and economic growth.
- Promote and encourage citizen involvement in the industrial and economic growth of the area through frequent public contacts and full utilization of the area media and civic organizations.
- Represents LEDO interests in local, regional, and state initiatives.
- To ensure, through close working relationships, the involvement/support of the state government and other organizations committed to the economic development of the State of Indiana.

**Strategic Planning & Leadership:**

- Develop and execute a short-range plan (1-3 Years) and a longer-term plan, when needed, to address the needs and concerns of the basic sectors of the city.
- To develop an inventory of and actively pursue potential economic development related funding resources for public, private, and not-for-profit city organizations.
- To work closely with our City Planner, Planning Commission, and staff.
- Supervise two project managers and coordinate with any outside consultants in executing strategy and transactions.

**Business Development and Marketing/Promotion:**

- Create and manage marketing, advertising, and public relation campaigns and programs to promote economic development in city and/or region
- Perform economic analysis, feasibility, and fiscal impact analysis of commercial, residential, and industrial developments and related incentive packages.
- Establish a coordinated mix of flexible financing alternatives that encourage/attract expansion growth.
- Participate in negotiations of comprehensive development agreements between the city and the private sector and evaluate fiscal impacts.
- Negotiate with industry stakeholders to encourage business attraction and retention in the city.
- Seek creative solutions to finalize projects that benefit both the city and the public and private entities.
- Maintain all current demographic and other pertinent information and files for marketing purposes, such as local municipality demographics, site specific demographics, information on local and regional educational facilities, tax information, etc.

**Financial:**

- Prepare and submit an annual budget.
- Working in conjunction with our financial advisor, review financial information on a monthly basis with redevelopment commission.
- Manage the city's revolving fund loan program and committee.
- Update federal and state funds available for research and development.
- Structure complicated real estate transactions and manage to completion.
- Work with legal and financial advisors to execute use of TIF funding and incentives.
- Strong familiarity with Excel and investment analysis and creation of RFP's.
- Codify the city's training grant program parameters.

## Qualifications and Skills

### *The qualifications and skills for this position are:*

#### Education and Experience:

- Bachelor's Degree in Business, Public Administration, Economic Development, Communications, or relevant field of study preferred
- 5+ years of experience in community economic development.
- Knowledge of zoning, land use law, designations, and processes, and working knowledge of related regulations, and related community development services
- Possession of a valid driver's license
- Knowledge of local, state, and federal rules, regulations, legislation, and policies associated with multiple planning disciplines; program funding; project implementation and computer knowledge.
- Knowledge of current social, political, planning, and economic trends.
- Certification or specialized training in Economic Development preferred
- Grant writing/management experience preferred
- Knowledge of TIF rules and programs offered by IEDC and OCRA

#### Skills:

- Strong leadership, supervisory, public presentation, interpersonal, organizational, program/project management, decision making, complex problem solving, consensus building, and analytical skills.
- Ability to communicate clearly and concisely, both orally and in writing. Strong writing skills and verbal communication skills are required.
- Skill in establishing, maintaining, and fostering positive and harmonious working relationships with those contacted in the course of work.
- Proficient in Excel, Word, and other related project management software.

## Salary, Benefits, & Schedule

Base salary range	\$60,000 - \$80,000, Exempt
Benefits	Paid personal time off (PTO): 14 days/year Paid Holidays: 15 days/year Mileage reimbursement, take home laptop, cell phone or cell phone stipend
Schedule	Typical hours M-F, 9am – 5pm. Frequent meetings outside normal hours. Must be willing to flex schedule to accommodate. Occasional travel.

**City of Madison is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, veteran status, disability, or any other category protected by law.**