



City of South Bend

Vacancy Announcement

Post Date: Monday September 9, 2019

Closing Date: Until filled

MANAGER - BUSINESS DEVELOPMENT

Category: Full Time
Department: Community Investment/Economic Development
Reports To: Director of Business Development
Schedule: Monday-Friday, 8:00 am- 5:00 pm. Hours may vary based on operational needs.
Pay Rate: \$54,000-\$60,000/yr. (Exempt)

Position: **SUMMARY**

The Manager of Business Development will be responsible for executing economic development functions including but not limited to business recruitment and retention efforts through a variety of tasks that include proactive marketing and outreach as well as assisting existing businesses to navigate various City processes and procedures.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Work with economic development partners to develop incentive packages to attract new businesses to the area, and assist current employers to expand their operations.
- Maintain and optimize a database of business prospects, and a database of past incentives and projects classified by geography, type of incentive, and other factors.
- Essential to the oversight of the Department's economic development and redevelopment activities; including business attraction/expansion, infrastructure planning, and the creation of successful public/private partnerships.
- Develop performance measures based on accepted best practices to assess programming effectiveness.
- Assist in the development of marketing efforts to businesses inclusive of electronic and paper media, business visits and the use of community events as attraction tools.
- Assist in the development and implementation of workforce programs designed to meet the current and future needs of local businesses.
- Work with professional service providers; Attorneys, Financial Consultants, Engineers, etc. Along with Developers/Investors to finalize projects.
- Work on internal interdisciplinary project teams around individual opportunities, drawing from the expertise of the Planning, Analytics, Business Development, and Neighborhood Support Groups within the Department, and from outside the Department where appropriate.
- Oversee the implementation of approved development projects with City participation.
- Develop and maintain working relationships with key area businesses to facilitate growth and reinvestment in the City.
- Work collaboratively with private sector economic development groups to further the City's community investment goals and objectives.
- Research, leverage, receive and deploy appropriate Federal, State, and local funding sources in furtherance of the City's development goals.
- Work to market available City properties to businesses to assist in the expansion/attraction of business product lines and diversification opportunities.

- Work with the Director of Business Development and other team members to develop policy in the areas of business assistance and economic development and redevelopment.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assume additional responsibilities as directed or as delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. 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.

EDUCATION AND/OR EXPERIENCE

- A College degree in Public Administration, Urban Planning, Law, Finance & Economics, or related field.
- Five years of increasingly responsible positions in Real Estate & Development, Economic Development, or a similar area of work experience.
- A graduate degree in Business, Public Administration, Urban Planning, Law, Finance & Economics or a related field is preferred.
- Certified Economic Developer (Cad), work towards designation or Economic Development training is desired

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of principles and practices of urban planning, redevelopment, business assistance, economic development, neighborhood revitalization, and housing programs.
- Working knowledge of the basic principles of Finance and Accounting.
- Experience that demonstrates initiate, problem diagnosis, critical thinking, and proactive problem-solving skills.
- Experience using diplomacy, and conflict resolution techniques.
- Experience maintaining a strong degree of confidentiality, integrity, and judgement.
- Knowledge of basic public administration procedures; ability to coordinate a variety of projects related to economic development, community development, urban redevelopment and neighborhood revitalization.
- Ability to evaluate and analyze complex plans, projects, and programs; taking into consideration such factors as the public budget process, the source and uses of revenue, the conflicting community viewpoints and plans, the political process, strategic planning considerations and other difficulties.
- Ability to relate well with community leaders, elected and appointed officials and diverse community and civic groups.
- Ability to clearly explain long-term, complex plans and alternatives in both private and public meetings and presentations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License required.

EQUIPMENT

Landline telephone, cellular telephone, scanner, desktop and laptop computers, fax machine, copier.

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, walk, talk and use hands to fingers, handle or feel objects, tools or controls. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include; vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office setting, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions can be submitted online at www.southbendin.gov/jobs or at the application kiosks: 12th floor of the County-City Building (227 W. Jefferson Blvd.); Martin Luther King Jr. Recreation Center (1522 W. Linden); or O'Brien Fitness Center (321 E. Walter St.).

Pre-Employment Drug Screen required