Economic and Business Development Manager Job Description

Organization Description
The mission of the Connected Communities, Inc. is to partner with Beechwood and EMMA residents to break the cycle of poverty through anti-racist community revitalization and equitable resource coordination. Connected Communities is a non-profit public/private collaboration of neighborhood, business, government, and non-profit leaders partnering with residents to accelerate community transformation. *To learn more, visit our website at:* www.connectedcommunitiesroc.org.

General Description

Reporting to the Executive Director (ED), the Economic and Business Development Manager will perform complex, professional-level assignments in economic development, including business recruitment, job development, and business retention strategies; conduct research and provide analysis on matters of economic health and sales taxes, and serves as the primary contact for neighborhood businesses. He/she should be charismatic and highly organized; have superb written and oral communication skills, including comfort with public speaking and external relations; be technologically savvy; be a strong researcher and editor; have immaculate attention to detail; be able to multi-task and accomplish deadlines, and be energetic and committed to achieving results.

Essential duties include but are not limited to:
- Manages the implementation of the neighborhood Economic Development priorities, including business creation, attraction, retention, assistance, and promotion.
- Communicates and coordinates with business owners interested in establishing or growing businesses in the neighborhood
- Keeps abreast of legislative developments which may impact economic development programs, policies, and/or procedures
- Supports and co-facilitates the establishment of a viable neighborhood business association
- Attends various commission and City Council meetings, business development meetings, and stakeholder meetings
- Analyzes economic data and prepares reports and including business and financial forecasts; makes presentations to businesses and community groups
- Counsels small-business owners on ways to improve profitability and the appropriateness of real estate acquisition
- Works closely with the Neighborhood Hub Director to coordinate and market key economic development programs/opportunities for emerging entrepreneurs and business owners
- Co-Facilitates and Prepares agendas for the Economic Development Committee
- Works closely and collaboratively with the City's Neighborhood and Business Development Department, economic development partners, and Comprehensive Neighborhood Plan anchor partners
- Plans, organizes, integrates, and evaluates the Economic Development pillar goals, key activities, and operations within the neighborhood

Key qualifications:
- Demonstrated ability to develop significant relationships with partners, business owners, and key economic development entities
- Proven ability to identify development opportunities with limited direction from supervisor
- Exemplary written and verbal communication skills
- Ability to lead internal and external meetings and speak publicly
- Ability to thrive in a fast-paced environment and identify priorities while working with multiple deadlines and tasks
- Experience with using data, databases, and research in decision making
- Creative, committed to teamwork and achieving results
- Willingness to travel and work evenings and weekend events periodically
- Passionate about the Connected Communities' mission and the community we serve

Bachelor's degree from a four-year accredited college or university in Business Administration, Marketing, Planning or closely related field, **AND** four (4) years of progressively responsible professional experience in Economic Development **OR** an equivalent combination of education and experience.

To apply for this position, please forward your resume, letter of interest, and salary requirements to Executive Director LaShunda Leslie-Smith, lashunda@connectedcommunitiesroc.org.