Pittsburgh Community Reinvestment Group
& Washington Citywide Development Corporation

WASHINGTON CITYWIDE BUSINESS DEVELOPMENT AND RETENTION SPECIALIST

Background

The Pittsburgh Community Reinvestment Group (PCRG) is a 501 c3 non-profit organization consisting of community-based organizations representing low- and moderate income (LMI) neighborhoods throughout Allegheny County. PCRG works towards economic justice, equitable investment practices and sufficient financial resources to revitalize communities throughout Allegheny County. Organized to help foster the Community Reinvestment Act (CRA), a federal law requiring all financial institutions that receive a charter and deposit insurance from the federal government to ascertain and meet the credit needs of all communities from which they take deposits, PCRG works to improve investment opportunities in low- and moderate-income communities in accordance with sound banking practices and responsible public policy.

Since 1988, PCRG has worked with Pittsburgh's major lending institutions and public agencies to develop innovative reinvestment programs targeted to Pittsburgh's low- and moderate-income neighborhoods.

Washington Citywide Development Corporation is a 501 c3 non-profit organization organized with the purpose to promote economic growth, neighborhood revitalization, the creation of employment opportunities and the enhancement of the quality of life in the Washington Area. WCDC does this through innovated blight mitigation programs while investing in the communities low-income owners/residents. WCDC works to build coalitions of business men and women, merchants, professionals, educators, civic leaders, county and state representatives and volunteers. While providing key programs to grow the economic base and ensure stable affordable housing supply for those who need the support.

Purpose and Authority

The Business Development and Retention Specialist assists in the planning and direction of business recruitment, development, retention and implementation of business and economic development strategies that encompass both macro and microenterprise opportunities for the improvement of the City of Washington's business districts.

Responsibilities

Serves as a business liaison in the community and with related outside agencies, to assists the Washington Business District Authority in all marketing, recruitment, and business expansion activities. The Business Development and Retention Specialist will provide site tours as needed for new and expanding Washington businesses. They will responds to RFP’s, RFI’s, and other inquiries as needed for new and expanding businesses through utilization other site location assistance databases. They will collaborate with outside agencies for business recruitment and expansion initiatives. Communicate with new or existing businesses and the brokerage community to establish or expand operations by helping them find desirable locations for enterprises, considering available facilities, traffic volume, fixtures and equipment costs, and character of business. Establishes and maintains business relationships with industry stakeholders and key community strategic partners to grow the economic base. They will serve as a key customer service representative in assisting new and expanding businesses in meetings the City of Washington's Building Code staff through collaboration. They will assist in the development and implementation of the business marketing strategy in partnership with the Main Street Manager. Assists the Main Street Manager and Washington Executive Director in the implementation of new economic development initiatives, as required. They will serve on various community, government, and economic development committees, plan and organize public information materials regarding the business environment and supported programs for printed and electronic media. They will also present to interested groups to increase public awareness of business opportunities in the city.
Knowledge, Skills and Abilities

- Ability to create ESRI Demographic Reports for real estate marketing purposes
- Creates and manages databases associated with grant information, neighborhood improvement zone information, job creation, and public/private investment.
- Research and develop Financial Incentive Programs databases and guild, as directed
- Establish and maintain a benchmarking system of key indicators for business development.
- Track vacant/available space for potential businesses.
- Build individual landlord, business and broker relationships
- Ability to communicate effectively both orally and written to express ideas
- Ability to effectively interact with the media and to handle publicity and community relations.
- Ability to effectively generate reports and record minutes of meetings for distribution.
- Excellent interpersonal skills are required.
- Ability to establish and maintain close effective working relationships with public officials, employees and general public.
- Demonstrated excellent negotiation skills.
- Ability to efficiently respond to questions from members of the community.
- Ability to demonstrate a willingness to be flexible, versatile and/or tolerant in a fast changing work environment while maintaining effectiveness and efficiency.
- Strong ability to multi-task.
- Project management skills.
- Establish and maintain positive working relationships with others, to achieve the goals of the organization.
- Support the existing business base in City of Washington, providing technical assistance to help them compete and grow.
- Must be able to be innovative to develop new and unique ways to attract new business for the City of Washington
- Must have effective leadership skills to positively influence others to achieve results that are in the best interest for businesses and the City of Washington.

Education and Experience

- Four-year college degree in Real Estate, Economic Development, or related field;
- At least four years of experience in Real Estate, Economic Development; or related field
- Equivalent combination of related education and experience.

Benefits and Salary

WCDC offers a competitive salary based on education and experience, a generous benefits package including medical/dental/vision insurance, disability and life insurance and a 401(k) plan. Salary Range for this position is $35,000 - $45,000 annual salary.

PCRG and WCDC are an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic background, familial status, sexual orientation, disability or any other characteristic protected by law.