



## **Economic Development Manager**

### **Position Summary:**

The Economic Development Manager to help grow, diversify, and sustain the Michigan City economy. This person must have excellent interpersonal skills and high emotional intelligence with the ability to build strong relationships, engage with company executives, lead structured meetings, creatively and positively approach business challenges, and work with government and public officials to achieve desired results for companies and EDCMC. This person understands broad workforce, business climate and regulatory issues while applying economic development tools such as incentives and other business resources to assist companies.

### **Essential Functions:**

- Plans, organizes, monitors, manages, and evaluates economic development project activities. Responsibilities include coordinating, directing, and implementing programs and projects that support commercial, office, and industrial development; business development; workforce development; the attraction of and assistance to domestic and international businesses; small business development initiatives; and/or other economic development, redevelopment, or capital improvement programs or projects.
- Develop and implement targeted business retention program to identify and secure new economic development projects for the region, measured through new jobs, payroll and capital investment secured, through expanded existing companies in this area.
- Cultivate, manage, and develop contacts and relationships with company and public leaders in the region such as plant managers, corporate real estate professionals and target industry executives.
- Manage and update comprehensive Business Retention/Expansion tracking system based on CRM software. Extensive familiarity with data-gathering and implementation of the reports/policy recommendations of the software is highly desired.
- Targeted visits to company leaders annually, undertake structured interviews, and report on issues through CRM, and make policy recommendations based on the data gathered.
- Develop and manage outreach efforts to companies in the area to identify issues, report on problems and address concerns.
- Work cooperatively with local, regional, and statewide economic development allies and stakeholders to gather economic data, build surveys, maintain the Economic Development regional partnerships, and host economic summits and other key events.
- Assists as needed with business attraction, technology-innovation/entrepreneurship and community development activities.
- Manage site and facility database, including coordination of site information and for expansion projects.
- Develop a coordinated approach to communicating the message that the Michigan City is a great place for investment and doing business and linking to the region's business community.
- Building face-to-face relationships with key business leaders, managing in-person and online communications campaign, and ensuring the organization stays "on message" in

communicating its work to the board of directors and wider business community.

- Early to mid-career professional able to work independently as well as part of a dedicated professional team, delivering excellence and a supreme work ethic in achieving goals.
- Maintain in-depth knowledge of local, state, and federal rules, regulations, and procedures by monitoring the rulemaking activities of other state agencies, local units of government, and federal agencies.
- Coordinate with the Executive Director and team members to facilitate interactions with regulatory agencies as they relate to ensuring compliance with state and federal regulations.
- Build relationships with regional and key state agencies.
- Serve as the primary small business ombudsman for the organization.
- Develop and implement standard operating procedures to ensure efficient and frequent communication with local and state agency partners.
- Present and discuss in-depth information regarding regulatory and permitting requirements with potential economic development prospects.
- Assist with other projects and initiatives as needed.

### **The Ideal Candidate**

This role is designed for someone who is organized, personable, dependable, and trusted to handle confidential information with care. The ideal candidate will bring:

- A bachelor's degree in business, public administration, economics, planning, or related field.
- A minimum of 2 years' experience in economic development, workforce development, government, account management, project coordination, or a similar role.
- Strong attention to detail, organized, and comfortable multi-tasking projects.
- Ability to meet deadlines, work under pressure at times in a fast-moving environment.
- Strong analytical and research skills.
- Ability to maintain confidentiality as well as be sensitive to professional ethics and culture diversities – treating all people equally and respectfully.
- A responsive, customer-service mindset and professional, friendly communication style.
- Comfortable meeting new people and building key relationships.
- A collaborative, team-oriented approach, with a self-starter attitude.
- Proficiency with Microsoft Office and comfortable learning CRM and data systems.
- Willingness to travel and attend evening/weekend events as necessary.
- Experience with incentives, abatements and/or public-sector processes is helpful but not required.

### **References and Background Check**

Candidates will undergo a background and reference check. Once a strong mutual interest is established, applicants will be asked to provide a list of references. If an offer is extended prior to the completion of these checks, it will be contingent upon their satisfactory completion.



Classification: Exempt, Full-Time Position (40 hours per week)

**How to apply:**

Submit cover letter and resume to Liliana Franco to [lfranco@edcmc.com](mailto:lfranco@edcmc.com)