



## Albion Economic Development Corporation

309 N. Superior Street, Albion, MI 49224

(517) 629-3926 • [www.albionedc.org](http://www.albionedc.org)

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### Economic Development Project Manager Job Posting

<b>Position Title:</b>	<b>ECONOMIC DEVELOPMENT PROJECT MANAGER</b>
<b>Status:</b>	Full-Time, Salary commensurate with experience
<b>Supervises:</b>	N/A
<b>Travel:</b>	Occasional, minimal anticipated

The AEDC has an immediate opening for an Economic Development Project Manager position. Salary will be commensurate with experience and benefits are available. This position may require non-typical hours occasionally. Please see the attached Position Description for more details and requirements.

Cover letter, resume and references should be received by the AEDC (email and address below) by June 2<sup>nd</sup>, 2017 to be considered for this position.

AEDC  
Re: Economic Development Project Manager  
309 N. Superior Street  
PO Box 725  
Albion, MI 49224-0725

Or

[nkent@albionedc.org](mailto:nkent@albionedc.org)

Required Conditions:

Pass Physical, Drug Test & Background Check



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## Position Description

<b>Position Title:</b>	<b>ECONOMIC DEVELOPMENT PROJECT MANAGER</b>
<b>Reports To:</b>	President & CEO
<b>Date:</b>	May 20, 2017
<b>Status:</b>	Full Time, Salaried
<b>Supervises:</b>	N/A
<b>Travel:</b>	Occasional, minimal anticipated

### Position Overview:

The Economic Development Project Manager assists the AEDC in implementing its mission by providing business expansion, attraction and retention services throughout the greater Albion area. This position will help shape and promote the culture of economic development for the community through leadership of economic development projects.

### Key Roles & Responsibilities:

The Economic Development Project Manager will be responsible for, but not limited to, the following:

- Assist in implementing business engagement and retention programs with existing employers and developers.
- Assist in negotiating, implementing and gaining local approval for economic development incentives for businesses and real estate developers throughout the greater Albion area.
- Assist in negotiating and developing agreements and contracts for transformational economic development projects.
- Assist in the development, management and marketing of the Albion Industrial Park and Brownfield Sites as well as other development corridors in the greater Albion area.
- Research private and public sector economic development funding opportunities.
- Provide oversight and administration of economic development programs for potential office, retail, service, residential, manufacturing, technology, logistics & warehousing and corporate prospects in an effort to retain, attract, or expand new and existing businesses.
- Provide direction and support to Small Business Clients and coordinate training programs in collaboration with Michigan Small Business Development Center or other partners.
- Assist in leveraging State and Federal dollars for economic development purposes, including researching and writing grant applications.
- Serve as a liaison to community stakeholders (elected officials, city/township officials, local partners and representatives, college officials) with coordination of communication, gathering strategic input and setting meeting agendas.
- Assist AEDC, as assigned, with community engagement, presentations to groups or individuals, research, special projects, and appropriate written reports.

- Manage AEDC property database and files, facilitate site selection process for business prospects, and plan itineraries for and accompany visiting groups or individuals.
- Represent AEDC on certain committees/boards of collaborating organizations and public bodies throughout the greater Albion area. Some night meetings will be required.
- Perform other duties as assigned.

**Knowledge, Skills & Qualifications:**

- Dynamic, creative and passionate individual with a strong sense of commitment and teamwork required.
- Bachelor's degree in public affairs, communication, public administration, business administration, marketing, economics, finance or similar is required.
- Economic Development Finance Professional (EDFP) Certification preferred.
- Redevelopment Ready Certification Training preferred.
- Demonstration of project management experience required.
- Experience in using economic development programs and preparing applications for program admission preferred, including, but not limited to, Community Development Block Grant (CDBG), Michigan Business Development Program (BDP), Michigan Community Revitalization Program (CRP), property tax abatements and Brownfield redevelopment.
- Willingness to manage multiple projects and competing priorities with a strong desire to help change and impact the Albion area.
- High level of confidentiality required.
- Strong analytical, interpersonal, written and oral communication skills; able to communicate with a broad and diverse audience at all levels.
- Possess strong working knowledge of the internet and proficient use of Microsoft Office Outlook, Word, Excel and PowerPoint software.
- Strong strategic thinking and problem solving skills.
- Ability to work both independently and in a collaborative team environment.
- Demonstrate a high level of self-direction and an orientation to achieve results.
- Must have reliable transportation for travel throughout region. Transportation costs are recouped through mileage reimbursement.

**About AEDC**

The Albion Economic Development Corporation (AEDC) is a public economic development organization that manages three public corporations which work in close cooperation to encourage a healthy and growing economy for Albion. Through the management of the Tax Increment Financing Authority (TIFA) and the Brownfield Redevelopment Authority (BRA), the corporation works to retain, expand and recruit business and industry to the greater Albion area and strengthen and revitalize the local economy. The AEDC works to transform the local economy through growing and attracting businesses; building workforce capabilities and alleviating conditions for unemployment, and revitalizing Albion's core development centers. The AEDC is responsible for the development and operation of the Albion Food Hub, the Albion Farmers Market and the Albion Business Incubator located at the Albion Industrial Park.