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1002 N. Eaton Street, Albion, MI 49224
(517) 629-3926 • www.albionedc.org

Position Description

Position Title:	ECONOMIC DEVELOPMENT SPECIALIST
Reports To:	President & CEO
Date:	May 31, 2019
Status:	Full Time (Exempt)
Supervises:	N/A
Salary:	Commensurate with Experience
Travel:	Occasional, minimal anticipated

Position Overview:

The Albion EDC is seeking a motivated, creative, self-starter to join our team. This is a great opportunity to build your career and be a part of a community revitalization, gaining considerable experience and working closely with a collaborative community group. Be a part of the change, Albion Forward.

The Economic Development Specialist will assist the EDC in implementing its mission by providing business expansion, attraction and retention services throughout the greater Albion area and helping redevelopment blighted or contaminated properties. This position will help shape and promote the culture of economic development for the community through leadership of economic development projects and relationship building with existing companies. The ideal candidate will possess a strong sense of commitment, passion and vision, willingness to learn, and desire to help change and impact the greater Albion area.

Key Roles & Responsibilities:

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

- Meet with businesses, development professionals and others to discuss development opportunities and economic development programs and incentives.
- Drive the 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 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.
- Attend public meetings, give presentations, and represent businesses and developers.
- Research private and public sector economic development funding opportunities.
- 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.
- Assist the AEDC with workforce development initiatives, training and job/prep fairs.
- 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.
- Knowledge and understanding of basic concepts and techniques of economic development 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 required.
- Bachelor's degree in public affairs, communication, public administration, business administration, marketing, economics, finance or similar is required.
- Demonstration of project management experience required.
- Economic Development Finance Professional (EDFP) Certification preferred.
- 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.

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, and the Albion Farmers Market. Additionally, the AEDC shared executive leadership with the Albion Reinvestment Corporation, a 501c3, non-profit, whose mission is to revitalize the downtown business district and surrounding neighborhoods.

Salary will be commensurate with experience. This position may require non-typical hours occasionally. Please see the attached Position Description for more details and requirements.

Application deadline is June 24th, however the position will remain open until filled. The Position may be filled prior to deadline based on qualified resumes received.

Please send cover letter (stating salary requirements), resume and references via email to adepez@albionedc.org, attention Amy Deprez, President & CEO of AEDC.

Required Conditions:

Pass Drug Test & Background Check