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**Position Title:** Economic Development Specialist II

**Company Name:** Lansing Economic Area Partnership (LEAP)

**Compensation:** Salaried at \$45,000 - \$50,000 (with performance pay possibilities, 6% 401(k) match, "gold standard" health care benefits including medical, dental, vision, a diverse environment and generous personal time/holidays). The physical office, itself, is exceptional with free parking and is located in the heart of an urban center (REO Town and downtown Lansing).

**FSLA/Position Type:** Exempt (Fulltime)

**Reports to:** Karl Dorshimer, Director of Business Development

**Position Description:** Seeking a dynamic, forward-thinking professional who has a passion for economic development and wants to take their career to the next-level. This position is a great opportunity to start or upgrade your career by helping create good jobs and great places for the people in the Lansing, Michigan region. The Economic Development Specialist II will work closely with businesses, developers, government, communities and neighborhoods, generating real and lasting results that will change lives and make our region a better place to live.

The Economic Development Specialist will assist LEAP in implementing its mission of providing business expansion, attraction, and retention services and helping redevelop blighted, vacant and contaminated properties. The Economic Development Specialist will work with the Business Development unit of LEAP to help shape and promote the culture of economic development for the Lansing region. The Economic Development Specialist II must possess a strong sense of commitment and teamwork, passion and vision, a willingness to learn, and the desire to help change and impact the region's tri-county area.

#### **Responsibilities:**

- Conducting meetings with businesses, local, state and national development professionals and others to discuss development opportunities and economic development programs and incentives.
- Assist businesses and developers with qualifying and applying for local, state and national economic development programs and incentives.
- Assist in gaining local, state and federal approval for economic development incentives, grants and other programs.
- Attend public meetings, provide presentations, and/or represent the community, businesses and developers.
- Conduct administrative and accounting work related to economic development activities, working closely with LEAP's Controller.
- Work with environmental consultants and local communities in utilizing state and federal funds.
- Perform ongoing monitoring, tracking and auditing of projects, grants, programs and loans.
- Work on all aspects of Brownfield redevelopment including Brownfield plans, approvals, implementation, monitoring, reimbursement, accounting, monitoring and reporting.
- Represent LEAP on various committees/boards of collaborating organizations and public bodies (*most meetings are held during traditional business hours, however; some night meetings will be required*).
- Perform such other duties as may be assigned.

#### **Qualifications:**

- Bachelor's degree in public affairs, communication, public administration, business administration, marketing, economics, finance or similar is required.
- A working knowledge and understanding of basic concepts and techniques of economic development.

- A familiarity or working knowledge of economic development programs, including, but not limited to Community Development Block Grants (CDBG), Michigan Business Development Program (BDP), Michigan Community Revitalization Program (CRP), property tax abatements and Brownfield redevelopment.

#### **Skills Necessary:**

- Demonstrate resourcefulness in setting priorities, proposing new ways of creating efficiencies for areas of oversight and organization wide.
- Ability to organize and meet deadlines for a wide variety of ad hoc requests.
- Strong analytical, interpersonal, written and oral communication skills; able to communicate with a broad and diverse audience of all levels.
- Possess a strong working knowledge of the Internet and proficient use of Microsoft Outlook, Word, Excel and PowerPoint software.
- Strong strategic thinking and problem-solving skills.
- Demonstrate capacity for creative planning and implementation.
- Ability to work both independently and in a collaborative team environment.
- Demonstrate a high level of self-direction and strong desire to achieve results.
- Ability to maintain confidentiality of highly sensitive information. Absolute integrity and discretion essential.
- Must have reliable transportation for travel throughout the region. Transportation costs are covered through mileage reimbursement.

#### **ABOUT LEAP:**

The Lansing Economic Area Partnership (LEAP) is one of the Michigan Economic Development Corporation (MEDC) designated ten Collaborative Development Councils (CDCs) across Michigan. LEAP represents Ingham, Eaton and Clinton Counties, that make up the Greater Lansing/Michigan State University (MSU) region.

LEAP is a private, not-for-profit 501(c)6 organization. It is financially very strong and enjoys broad support, in both the private and public sectors. Its Board of Directors is made up of a wide variety of CEOs, university/college Presidents and political leaders of the region. Funding for LEAP is provided 2/3 by the private sector and 1/3 by the public sector. LEAP will have a current staff of 13 and is in a growth mode. LEAP has its offices located in an incredible historic building in Lansing's historic REO Town/downtown area, alongside the river and river trail, with onsite, free parking. The LEAP office culture is one of openness, transparency, lively idea sharing and respectful debates, total team work, sharing of credit, working very hard, personal encouragement and we have fun!

**Application deadline: (OPEN UNTIL FILLED) Email only please and it must include: Position Title, Cover Letter, Resume and Three Professional References. \*Position may be filled prior to Application Deadline, based on qualified resumes received. Please be assured that all information received is held in the highest confidence!**

**Please send to: [careers@purelansing.com](mailto:careers@purelansing.com) attention: Bob Trezise, President and CEO, LEAP.**

*Lansing Economic Area Partnership (LEAP) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender identity, national origin, age, disability, sexual orientation, or veteran status. In addition to federal law requirements, LEAP complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and/or training.*