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**Position Title: Economic Development Specialist (Urban-Focused)**

**Date of Posting:** June 15, 2021

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

**Compensation:** Salaried \$50,000 to \$60,000, commensurate on demonstrated skills and experience.

**Benefits:** Performance pay; premium-free medical, dental and vision coverage; 401(k) match program with 6% match from day one; a diverse, dynamic and flexible environment; generous personal time allowance and holiday leave, including 80 PTO hours immediately following 90-day probationary hire period and continued accumulation after that; hybrid and flex schedule options following 90-day probationary hire period.

**Location:** LEAP's office is located in a historic redeveloped building in the heart of the REO Town district with free parking, immediate access to the River Trail and within a short walk or bike ride to downtown Lansing.

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

**Reports to:** Karl Dorshimer, Senior Vice President of Economic Development

**Application Deadline:** July 1, 2021, or open until filled. Position may be filled before application deadline or deadline may be extended.

**To Apply:** Send cover letter, resume and references to [careers@purelansing.com](mailto:careers@purelansing.com), attention: HR Manager

### Position Description

Seeking a motivated and passionate person to join our team and help create good jobs and great places to live, work and play for all in Lansing, Michigan. As part of our team, the LEAP Economic Development Specialist will work closely with businesses, developers, government, communities and neighborhoods, primarily in the city of Lansing, to generate real and lasting results that will change lives and make Lansing a better city.

The Economic Development Specialist assists LEAP in implementing its regional mission of providing business expansion, attraction, and retention services and helping redevelop blighted, vacant and contaminated properties in an urbanized area.

Success in this position requires a strong sense of commitment, a deep understanding of diversity, equity and inclusion, a willingness to learn and the desire to help people, community and business in the Lansing region. Energy, initiative, passion, smartness, awareness, creativity, powerful work ethic, a diverse world outlook, and appreciation of the free-market system are essential for the Economic Development Specialist role.

### Key Roles and Responsibilities

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

#### Community Engagement

- Attend meetings with businesses, development professionals, local government, community organizations and others to explore economic development opportunities.
- Continue our broad and specific intentional work with diverse populations.
- Represent LEAP and create and deliver presentations to various committees/boards of collaborating organizations and public bodies (*Some evening meetings will be required*).

#### Program and Project Support and Management

- Assist businesses and developers with qualifying and applying for and receiving local, state and national economic development programs and incentives.

- Work with environmental consultants and local communities in utilizing state and federal funds for brownfield cleanup and redevelopment.
- 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.

#### Business Attraction, Expansion and Retention

- Assist with business retention, expansion and attraction efforts for the city of Lansing.
- Assist with marketing City of Lansing sites and buildings, including management of Lansing's Opportunity Zones.
- Create marketing materials to showcase the LEDC's work, including the LEDC Annual Report, Opportunity Zone Prospectus, updating the LEDC website, presentations, and other materials as needed.

#### Required Qualifications

- Basic understanding of and willingness to learn the skills, concepts and techniques of an economic development professional.
- Unique or personal business development experience or bachelor's degree or the equivalent combination of post-secondary education and experience in planning, development, real estate, public administration, business administration, economics, finance, or any professional field.
- At least some familiarity or working knowledge of local, state and federal economic development programs such as Brownfield Redevelopment, Tax Abatement and Tax Increment Financing.
- Proficient use of Microsoft Outlook, Word, Excel and PowerPoint software.

#### Preferred Qualifications

- One or more years of experience in economic, business or real estate development.
- Basic knowledge of economic development, finance and marketing.
- Bachelor's degree preferred but not required.
- Passion for revitalizing urban areas and communities.
- Demonstrated knowledge of DEI concepts and practices.
- Certified Economic Development Finance Professional (EDFP).
- Knowledge and experience administering CDBG funds.
- Valid driver's license and the use of a personal vehicle for work purposes.
- Excel or MS Office Certification.

#### Skills Necessary

- Ability to work both independently and in a collaborative team environment.
- Ability to multitask, set priorities and meet deadlines for a wide variety of tasks.
- Ability to maintain confidentiality of highly sensitive information.
- Strong strategic thinking and problem-solving skills.
- Demonstrate a high level of self-direction and strong desire to achieve results.

#### About LEAP

The Lansing Economic Area Partnership (LEAP) is a leading economic development organization recently named by *Site Selection* magazine as one of the nation's top 20 economic development organizations. LEAP proudly represents the tri-county Lansing region, including Clinton, Eaton and Ingham counties and has an annual contract with the region's urban core city (Lansing) to act as the City's economic development department. LEAP is considered a cutting-edge leader in incorporating diversity, equity and inclusion (DEI) into its economic development programming and organization. LEAP is a private-public 501(c)6 nonprofit partnership governed by a board of directors, including business and municipal leaders from across the tri-county region. Read more about

LEAP's work, and DEI and economic development values and philosophy on our website at [www.purelansing.com/about](http://www.purelansing.com/about)

*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.*