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**Position Title:** Tri-County Development Manager

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

**Compensation:** Salaried in \$50,000 - 60,000 range 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.

**Position Type:** Exempt (Fulltime)

**Reports to:** Keith Lambert, COO & VP of Business Attraction

**Application Deadline:** July 9, 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

Lansing Economic Area Partnership (LEAP) is seeking a dynamic, creative, passionate and experienced professional to join one of the top regional economic development organizations in the country. This is a high-profile position statewide and throughout the Lansing region of Clinton, Eaton and Ingham counties. Work partners will include businesses, local communities, local economic development agencies, governments, Michigan State University (MSU), Lansing Community College (LCC), Small Business Development Center (SBDC), Capital Area Michigan Works! (CAMW!), and the Michigan Economic Development Corporation (MEDC) and others.

The Tri-County Development Manager will provide value-added business attraction, retention and expansion services to businesses and communities throughout the Lansing region, working within LEAP's Business Attraction division.

This position will help shape and promote the culture of economic development for the Lansing region, leading to new economic development projects. The ideal candidate will possess a strong sense of commitment and teamwork, a deep understanding of diversity, equity and inclusion, relevant professional experience, a willingness to manage multiple projects and initiatives simultaneously, a diverse world outlook and desire to help change and impact the Lansing region with profound passion and vision.

### Key Roles and Responsibilities

The Tri-County Development Manager will be responsible for, but not limited to the following:

#### Board, Workgroup, and Program Management

- Provide coordination and support in managing the Ingham County Economic Development Corporation (ICEDC) and Brownfield Redevelopment Authority (ICBRA), which includes serving an additional five (5) specific Ingham County communities, as specified in LEAP's contract for services with Ingham County.
- Administer the Lansing Poet Laureate and Public Art for Communities programs to advance the Lansing region's sense of place through poetry and permanent public art.

- Assist in leveraging and managing state and federal dollars for economic development purposes, including researching and writing grant applications, especially related to U.S. Environmental Protection Agency (EPA) and brownfield development, Community Development Block Grant (CDBG) programming and Economic Development Association (EDA).
- Coordinate and facilitate engagement of LEAP's M-21 Rural AgTech Corridor and Placemaking committees, Business Attraction Workgroup, and Agriculture & Food Business Workgroup.

#### Community Liaison and General Responsibilities

- Serve as the regional economic development liaison to local governments and business support entities throughout the Lansing region, including coordinating communications, gathering strategic input and setting meeting agendas with various stakeholder groups.
- Assist LEAP, as assigned, in such areas as community engagement, presentations to groups or individuals, research, special projects, and appropriate written reports.

#### Business Attraction, Expansion, and Retention

- Maintain LEAP's property database, support regional site searches for new-to-market or expanding businesses, prepare proposal packages and facilitate first-class site visits for prospective businesses.
- Implement business engagement and retention programs with existing employers and developers.
- Coordinate use of local and state economic development incentives / programs to support and enable business attraction or expansion projects and place-based real estate redevelopment projects.

#### Required Qualifications

- Unique or personal business development experience or bachelor's degree or the equivalent combination of post-secondary education and experience in public affairs, communication, public administration, business administration, marketing, economics, finance, urban planning, psychology, political science or similar is required.
- Demonstrated project management experience, including experience developing and administering budgets
- Understanding of and/or experience in using economic development programs and preparing applications for program admission, including, but not limited to Community Development Block Grants (CDBG), Michigan Business Development Program (BDP), Michigan Community Revitalization Program (CRP), property tax abatements, Brownfield Tax Increment Financing (TIF) and other redevelopment tools available federally or specific to Michigan.
- Must have reliable transportation for travel throughout the region (mileage reimbursement policy in place).
- Willingness to participate in meetings and events outside of traditional business hours.

#### Skills Necessary

- Demonstrate resourcefulness in setting priorities, proposing new ways of creating efficiencies.
- Ability to organize and meet deadlines for a wide variety of ad hoc requests and projects.
- Strong analytical, interpersonal, written and oral communication skills; able to communicate with a broad and diverse audience.
- Strong working knowledge of web-based tools and proficiency in Microsoft Outlook, Word, Excel and PowerPoint.
- Strong strategic thinking and problem-solving skills.
- Demonstrated knowledge of DEI concepts and practices.
- 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 an orientation to achieve results.
- Ability to maintain confidentiality of highly sensitive information.
- Possess a sales-oriented mindset and client-driven approach.

## 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.*