

DEVELOPMENT DIRECTOR

THE OPPORTUNITY

The City of St. Joseph is looking for a qualified candidate with a background in economic development to shape the future of the City. Reporting to the City Manager, the successful candidate will lead economic development initiatives; oversee the zoning, property maintenance, and building department staff; staff the Downtown Development Authority (DDA) and Brownfield Redevelopment Authority (BRA); and build and maintain relationships citywide and in the development community.

RESPONSIBILITIES

- Strategic Planning and Implementation
 - Develop and implement strategic plans and initiatives to promote economic growth and prosperity in the community, including updates to the City's master plan and Zoning Ordinance; recommend changes that encourage or facilitate economic development.
 - Implement community development and economic development plans independently or in cooperation with governmental and/or non-governmental organizations.
- Development Department
 - Lead the development team, consisting currently of a Community Development Director/Zoning Administrator, the Director of Property Maintenance, and two Building Officials.
 - Develop policies, procedures, and programs for the City's development team that support economic growth, department coordination, safety, compliance, customer experience, and efficiency in the development process.
 - Collaborate with department staff and staff in various departments to facilitate development projects and programs.
- Marketing
 - Lead new business attraction efforts in the City through marketing, relationship development, and outreach.
 - Collaborate with communications staff to promote the City as an ideal location for businesses and investors.
 - Identify and promote areas for potential economic growth in the City and recommend action plans.
 - Spearhead efforts to foster connections with housing and commercial developers.
- Liaison
 - Serve as a liaison between property owners, businesses, City staff, and others regarding development projects and programs in the City.
 - Provide guidance and assistance to businesses and entrepreneurs seeking to start or expand their operations in the City.
 - Serve as a liaison between the City and economic development organizations and other relevant partner organizations.
 - Build and maintain strong relationships with local businesses, community leaders, and other stakeholders to support economic development efforts.

- Incentives and Development
 - Oversee and assist in development projects and economic development within the City, such as building construction or renovation. Collaborate with public and private partners, architects, engineers, contractors, and employees to ensure successful completion of projects.
 - Lead strategic initiatives to attract and retain businesses and/or projects seeking financial incentives or grants for economic development projects in the City.
- Downtown Development Authority
 - Serve as Executive Director of the St. Joseph Downtown Development Authority and oversee the implementation of the Downtown Vision Master Plan.
 - Prepare or direct the preparation of relevant meeting agendas, packets, minutes etc., receive and compile public comments, attend meetings, communicate with appointed and elected bodies, etc.
 - Advance DDA and Downtown Vision Master Plan projects, in conjunction with relevant staff, such as streetscape, placemaking, wayfinding, etc.
- Brownfield Redevelopment Authority
 - Serve as or oversee the Executive Director of the St. Joseph Brownfield Redevelopment Authority and oversee the implementation of brownfield redevelopment projects, including brownfield housing projects.
 - Prepare or direct the preparation of relevant meeting agendas, packets, minutes etc., receive and compile public comments, attend meetings, communicate with appointed and elected bodies, etc.
 - Coordinate brownfield redevelopment projects with the DDA and Downtown Vision Master Plan projects.
- Other
 - Oversee or conduct preparation and submission of assigned department and project budgets. Monitor department and projects budgets to assure compliance with approved budget levels.
 - Represent the city at meetings, events, and conferences related to economic development.
 - Make presentations to the City Commission, community groups, boards and commissions or other governmental entities as needed.
 - Attend City Commission meetings. Represent the City at meetings, as assigned.
 - Establish Key Performance Indicators and other evaluation tools to ensure transparency of outcomes associated with economic development work, the DDA, the BRA, and the development department.
 - Researches, writes, and administers grants on behalf of the City.
 - Perform related duties as required.
 - Perform special projects as assigned by the City Manager.

PREFERRED SKILLS AND QUALIFICATIONS

- Successful track record in economic development, strategic planning, and stakeholder engagement.
- Excellent communication and relationship-building skills; skill in establishing and maintaining effective working relationships with public officials, community organizations, fellow employees and the general public.

- Experience in coordinating services with outside agencies.
- Strong supervisory experience.
- Knowledge of:
 - City ordinances and policies to support the management of City operations.
 - Zoning laws, building codes and the development process
 - Relevant federal, state, and local laws, ordinances, and codes and economic development programs
 - Economic development, business retention and recruitment, and real estate principles and practices
 - Relevant computer hardware and software applications.
- Ability to:
 - Deal fairly and openly with the public and address their concerns in a courteous, timely, and accurate manner.
 - Develop, recommend, promote, and implement goals, strategies, and policies to provide businesses, community organizations, and citizens with information, guidance, support, and an environment encouraging employment and development opportunities in the City.
 - Research and analyze economic health, real estate trends, development opportunities and business retention strategies.
 - Gather, analyze and report outcome data.
 - Use independent judgment to detect and resolve problems.
 - Make effective presentations.
 - Attend meetings outside of normal office hours.

REQUIREMENTS

Required education and experience include a Bachelor’s degree and a minimum of five (5) years of related experience in economic development, urban planning, public administration, business administration, communications, marketing, or related field.

A valid Michigan driver’s license is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, stand, walk, and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific visual abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee in this position usually works in an office environment. The noise level in the office environment is usually quiet.

