



City of South Bend

Vacancy Announcement

Post Date: Thursday, December 4, 2014

Closing Date: Until Filled

ASSOCIATE I – DEPARTMENT OF COMMUNITY INVESTMENT

Position is available on or after January 1, 2015

Category: Full Time
Department: Community Investment
Reports To: Director of Business Development
Shift: 40 hours/week; Monday-Friday, 8:00 am-5:00 pm.; night and weekend meetings may be required.
Pay Rate: Up to \$52,838 (Exempt)

Position: SUMMARY

The Business Development Associate I is responsible for building entrepreneurial capacity in the community, coordinating overall marketing activities for Community Investment, and deploying resources and tools developed by the City of South Bend to assist economic development. Through leadership and problem solving, the Business Development Associate I will work to resolve the challenges experienced by businesses in defined areas of the City. In this capacity, the Business Development Associate I will need to exercise discretion in handling confidential business plans and financial information. Works closely with team leaders and economic development partners to develop incentive packages to attract new businesses to the area and assists current employers to expand their operations. Develops complex reports and white papers based on research of policy and best practices relating to a myriad of subjects critical to improving the overall economic vitality of South Bend. Real estate experience, innovation, creativity, high energy, and problem solving are critical skills needed for incumbent's success.

SUPERVISION EXERCISED

Although this position has no direct or indirect supervisory responsibilities, the Business Development Associate I will be leading external classes and public presentations for business development skills, training, and marketing. Reporting to the Director of Business Development, this individual is responsible for the completion of various projects related to Community/Economic Development projects and the service of local employers in problem resolution and business expansion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Implements the Department's economic development and redevelopment activities including business attraction/expansion, infrastructure planning, and the creation of successful public-private partnerships within defined areas.
- Develops performance measures based on accepted best practices to assess programming effectiveness.
- Designs local programming based on best practices learned through networking and research.
- Assists in the development of marketing efforts to businesses inclusive of electronic and paper media, business visits and the use of community events as attraction tools.
- Aids in the development and implementation of workforce programs designed to meet the current and future needs of local businesses. Works with professional service providers (attorneys, financial consultants, engineers, etc.) along with developers/investors to finalize projects.
- Participates on internal interdisciplinary project teams around individual opportunities, drawing from the expertise of the planning, analytics, business development, and neighborhood support groups within the Department, and from outside the Department where appropriate.
- Oversees implementation of approved development projects with City participation.
- Develops and maintains working relationship with key area businesses to facilitate growth and reinvestment in the City.
- Works collaboratively with private sector economic development groups to further the City's community investment goals and objectives.
- Researches, leverages, receives and deploys appropriate federal, state and local funding sources in furtherance of City development goals.
- Markets available properties to businesses in an effort to assist in the expansion/attraction of business product lines and diversification opportunities.
- Meets with and advises City officials, redevelopment commissioners, business leaders and other concerned citizens regarding economic development, redevelopment, community development, business assistance, housing and neighborhood plans.
- Develops policy, together with the community's elected and appointed leadership, in the areas of business assistance and economic development and redevelopment.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform other duties and assumes other responsibilities as apparent or as delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Four-year college degree in public administration, urban planning, law, finance, economics, or related field is required.
- At least five years of increasingly responsible positions in real estate and development, public housing, urban planning, urban redevelopment, community development, economic development or a similar area of work experience.

- A graduate degree in business, public administration, urban planning, law, finance, economics, or related field is preferred.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of principles and practices of urban planning, redevelopment, business assistance and economic development, neighborhood revitalization and housing programs.
- Demonstrated initiative, problem diagnosis, critical thinking, and proactive problem solving skills.
- Experience in real estate sales and marketing.
- Skilled in negotiation and resolution of complex terms related to real estate transactions and legal agreements.
- Strong skills in diplomacy and conflict resolution techniques.
- Ability to maintain a high degree of confidentiality, integrity, and judgment.
- Knowledge of basic public administration procedures.
- Ability to coordinate a variety of projects related to economic development, community development, urban redevelopment and neighborhood revitalization.
- Ability to evaluate and analyze complex plans, projects, and programs, taking into consideration such factors as the public budget process, the sources and uses of revenue, the conflicting community viewpoints and plans, the political process, strategic planning considerations and other difficulties.
- Ability to relate well with community leaders, elected and appointed officials and diverse community and civic groups.
- Ability to clearly explain long-term, complex plans and alternatives in both private and public meetings and presentations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid United States Driver's License required

EQUIPMENT

Landline and Cell Phones; Scanner; Desktop and Lap Top Computers; Fax Machine; Copier and 10 Key Adding Machine.

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 frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate. Entire office is smoke free.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at will employer.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

REQUIRED:

Pre-Employment Drug Screen

Equal Employment Opportunity Employer