



## Economic Development Manager

Reports To	Executive Director
Status	Full-Time, Exempt
Salary	Starting at \$70,000

### **PURPOSE**

Under the supervision of the executive director, the economic development manager will oversee partnering with local businesses, organizations and community groups to understand the needs of the business community within the Clarke Square neighborhood. The manager will be on promoting economic growth, supporting local businesses, and creating opportunities for residents. You'll collaborate with stakeholders, government agencies, and community members to drive positive change. The economic development manager will also help organize events and meetings in partnership with the local business community that will help attract new potential customers and help promote the neighborhood.

### **MAJOR DUTIES**

- Design and implement programs for economic development
- Develop program standards and best practices for programs
- Support the development of program goals, objectives, timelines, and performance metrics
- Coordinating with internal and external partners to conduct community and stakeholder engagement processes related to the goals of CSNI
- Analyze new and existing opportunities for further economic development
- Provide technical assistance to small business owners to help expand their businesses

## **QUALIFICATIONS**

- Bachelor's degree in economics, urban planning, business administration, or a related field (Master's preferred).
- Three years of experience in economic development, community organizing, or a related role.
- Strong analytical skills and the ability to interpret data.
- Excellent project management and organizational abilities.
- Passion for community development and a commitment to social equity.
- Familiarity with local government processes and regulations.
- Bilingual proficiency (English/Spanish) is desirable.

## **WORK SETTING**

This position requires a considerable amount of time in the community. The Community Outreach Specialist will meet with the executive director weekly, but outside of working in the community, will work remotely.

## **HOW TO APPLY**

For full consideration for the position, please:

1. Fill out and submit this [form](#).
2. Email your resume to: [info@clarkesquare.org](mailto:info@clarkesquare.org)

The application will be open until the position is filled.

*The Clarke Square Neighborhood Initiative is an equal opportunity employer, and we strongly encourage people of color, women, members of the LGBTQIA+ community, and others who identify with institutionally excluded groups to apply*