



Position Economic Development Manager
Reporting Relationship Executive Director
Status Full-Time, Exempt

Overview/Context

The U District Partnership, located in the historic Seattle University District, is seeking an exceptional individual to lead our economic development efforts. This is a period of unprecedented growth and opportunity in the Seattle University District (U District). With an unparalleled surge in residential and commercial development, and the upcoming opening of a new light rail station, the economic landscape of the U District is being transformed and revitalized.

Already the home of some of Seattle's most recognized and cherished businesses, we look forward to remaining the destination of choice for iconic and authentic businesses. Through service, leadership, and advocacy, the U District Partnership (UDP) is committed to fostering economic development, neighborhood revitalization, and livability for all who work in, live in, and visit the U District.

The Economic Development Manager (EDM) serves the U District by developing and administering the U District's economic development programs. The EDM shall support the businesses operating in the U District and will serve as a resource to prospective businesses looking to enter the district. The EDM will work strategically to improve the district-wide business landscape and tactically to provide direct services to individual businesses.

The successful candidate will be a unique blend of an analytical planner and a "person on the street", actively engaging in supportive relationships with merchants, businesses, and property owners. The ideal candidate will establish relationships with, and maximize the potential of, partnerships with business resource providers.

Duties and Responsibilities

Expand the Business Network

The EDM will further develop the U District Business Network of business operators, leading to a more unified, purposeful and effective U District business community. The EDM will create and maintain information sharing platforms for the U District community.

Support Local Businesses

The EDM will support local businesses by maintaining a positive relationship with individual owners, identifying existing external resources available, and proactively sharing resources to the business community.

New Business Development Liaison

The EDM will provide appropriate information to any individual or entity that is exploring options for establishing a business presence in the U District. The EDM will create tools and resources that educate potential tenants, property managers, and brokers.

Data Collection and Distribution

The EDM shall be responsible for identifying, collecting and distributing data important to fostering and supporting the success of the U District as a business district. The EDM will work with the U District Business Network, the Economic Development Committee, and the Urban Vitality Committee to identify key data interests and performance indicators.

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Economic Development Program Advisory Committee

The EDM will support the work of the Economic Development Committee, serving as senior staff support for that committee.

Marketing and PR

The EDM shall be a key player in planning and implementing strategies to market the district. The EDM will collaborate with the Events and Marketing Committee to achieve these goals.

Resource Partner

The EDM will identify business development resources, assist in finding specific resources, and implement strategies bringing partner resources into the U District for use by the business community. The EDM will develop and maintain relationships with the appropriate agencies in support of the U District business community.

Representing the UDP and the U District Business Community

The EDM will attend externally convened meetings to represent the UDP and/or the U District business community where appropriate.

Minimum Qualifications

Knowledge:

- A working knowledge of principles, practices and legal requirements of economic development, redevelopment and finance.
- Understanding of effective neighborhood and district scale marketing strategies and methodologies.
- Preferred – knowledge of or experience with Business Improvement Areas
- Preferred – knowledge or experience with Chamber of Commerce or other business network models.
- Fluency in MS Office and Google Docs. Rudimentary or better working knowledge of PivotTables a plus.
- Basic understanding of web management tools. WordPress is a plus. Google and Bing webmaster tools are a plus.
- Basic or advanced understanding of data management and CM tools. Insightly is a plus.

Abilities:

- Excellent verbal and written communication skills, interpersonal abilities, and organizational skills required.
- Requires excellent collaboration abilities and the ability to work with people of diverse backgrounds and interests, including business operators for whom English is not their primary language.
- Presentation skills for groups of all sizes clearly articulating the UDP economic development program and goals.
- Excellent analytical and research skills supporting data collection and analysis.
- Effectively work with city employees, local business leaders and members of the community.
- Prepare reports and budgets.
- Work independently and exercise independent judgement as a member of a high-functioning team.
- Analyze financial statements, marketing and economic studies, plans, specs, and bid documents.
- Identify appropriate methods to provide effective and efficient redevelopment and economic development.

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Education/experience:

- Four years of increasingly responsible experience in the administration of economic development policy and/or public policy with at least two years of project management experience.
- Bachelor's or advanced degree in urban planning, public administration, business administration, economics or a closely related field from an accredited institution or equivalent experience.
- Preferred – experience as a staff person or direct contract work with BIA's or Chambers of Commerce.
- Demonstrated experience with direct outreach and assistance to individual business entities.
- Experience in managing multi-stakeholder projects including evidence of bringing the project to its successful conclusion.
- Experience in business development, business recruitment and/or B2B sales.
- Experience and/or past employment in small business, commercial real-estate or sales environments desirable.

Salary and Benefits

Range \$65,000 - \$75,000 DOE.

Comprehensive Benefits Package Includes: health, short term/long term disability, vacation, holidays, retirement plan with employer contribution

To Apply

Position will be open until filled. The first review of applications will occur August 12, 2019. Please submit your resume and letter of interest to Mark@udistrictpartnership.org.