



**Economic & Community Development Manager  
Downtown Partnership of Colorado Springs**

**Position title:** Economic & Community Development Manager

**Reports to:** President & CEO

**Status:** Full-time, exempt

**Summary description of position:** The Economic & Community Development Manager serves as the champion for small businesses wishing to open, expand, enhance services or relocate within Downtown Colorado Springs. The position ensures that existing businesses and business prospects receive excellent service and are provided the tools, advocacy and connections necessary to succeed. Guided by the Experience Downtown Master Plan, the Manager is strategic and relationship-oriented – working closely with business owners, managers, property owners and business prospects to identify needs and find solutions. This position also uses real estate and sales tax data and location intelligence tools to understand and share the trends of Downtown through the State of Downtown Report and other means.

**Qualifications:**

- Bachelor's degree with preference to degrees in business, economics, real estate, finance, public administration, planning, community/economic development.
- At least three years' professional experience in community/economic development, real estate, project management, business development. Prior experience in retail/restaurant beneficial.
- Strong interpersonal and written communications skills.
- Knowledge of the principles and practices of business attraction/retention, commercial real estate.
- Proficient in market research, business writing, contract management, fiscal analysis.
- Literate in Excel financial modeling; familiarity with GIS and various data sourcing programs and analysis.
- Strong project management skills, including scheduling and budget management.
- Passion for Downtown Colorado Springs, urbanism and the mission of Downtown Partnership.

**Competencies:**

- Self-motivated, highly organized, outgoing, adaptable, solutions-oriented.
- Ability to conduct base-level research, analyze data sets.
- Ability to communicate professionally and effectively with corporate leaders, elected leaders, private sector developers, small business leaders and agency heads.
- Creative thinker and problem solver.
- Ability to maintain confidentiality in business climate.
- Respect for a diversity of cultures and people.
- Valid drivers license.

**Essential job functions include but are not limited to:**

- Actively seek and connect with potential new businesses, providing leads to brokers and property owners, with the goal of growing the workforce, shopping and amenities within Downtown.
- Steward the annual State of Downtown Report and quarterly reports: Maintain a benchmarking system of key downtown indicators for business development including but not limited to local sales tax, building permits, real estate data, location intelligence, new and expanding businesses, etc.
- Manage Building Enhancement Grant application process and other grants: meeting with and guiding applicants, preparing recommendation memos, presenting to board of directors.
- Work as an advocate with potential businesses from site selection to opening day, building relationships and integration with the downtown community. Provide orientations on unique downtown attributes and services to new businesses.
- Provide permitting knowledge and assistance for businesses throughout development process. Act as primary contact for businesses with planning, zoning, regulatory, financing and business assistance questions, processes and program referrals.
- Develop and maintain a system of potential business leads and CRM tracking.
- Develop and maintain toolkit of resources to assist new and relocating businesses and development downtown.
- Provide program research and project leadership for a variety of projects within Downtown Colorado Springs.
- Network effectively with commercial real estate professionals, entrepreneurial support systems, business associations, etc. Build individual landlord, business and broker relationships.
- Track vacant/available space for downtown businesses and keep database updated.
- Convene monthly merchant meetings for sharing of information and feedback among storefront business owners and managers.
- Serve as project manager on an evolving range of initiatives serving the betterment of the Downtown business climate.
- Work with the Director of Marketing & Communications to promote the positive attributes of doing business downtown.
- Integrate organizational goals of environmental sustainability and diversity, equity and inclusion into business services.
- Other duties as assigned.

**About Downtown Partnership of Colorado Springs**

Downtown Partnership ensures that Downtown Colorado Springs serves as the economic, civic and cultural heart of the Pikes Peak region. Downtown Partnership, a 501c4 nonprofit, is the management company for the services of the Greater Downtown Colorado Springs Business Improvement District, the Downtown Development Authority and the 501c3 nonprofit Downtown Ventures.

**Salary range:** \$63,000-\$73,000

**To apply**

Submit resume and cover letter to [info@DowntownCS.com](mailto:info@DowntownCS.com).

Downtown Partnership of Colorado Springs is an Equal Opportunity Employer.

No phone calls, please.

Applications accepted through noon Sept. 9, 2022, or until position is filled.