



DOWNTOWN LONG BEACH ALLIANCE

JOB DESCRIPTION

POSITION TITLE: ECONOMIC DEVELOPMENT & POLICY MANAGER
DIRECT REPORT: COO
REPORTS TO: PRESIDENT AND CEO
CLASSIFICATION: EXEMPT UNDER THE FAIR LABOR STANDARDS ACT

POSITION SUMMARY

The Economic Development & Policy Manager establishes working relations with Downtown business and property owners, financial institutions, commercial brokers, developers, and local economic development officials to recruit and retain business and advance Downtown interests. The position will play a key role in the implementation of the office and retail recruitment strategies, which focus on sustaining Downtown's recovery and driving new retail growth and investment. Additionally, the manager compiles, analyzes, and advises the President & CEO and Board of Directors on public policy matters at the local, state and federal levels of government.

ESSENTIAL TASKS AND RESPONSIBILITIES:

- Assume a variety of administrative and operational duties including supervision of Research & Public Policy Analyst, Business Navigator, Interns, department budget preparation and management, etc.
- Develop, implement and manage programs to support recruitment and retention of retail, restaurant, entertainment and office tenants.
- Retain, grow and recruit small businesses and enhance the overall business environment within Downtown Long Beach.
- Partner with community and regional stakeholders to provide business educational opportunities and supportive financing to develop an entrepreneurial ecosystem.
- Provide assistance throughout entitlement process to businesses and landlords.
- Build individual landlord, business and broker relationships and educate them on the Downtown via site tours and other programs.
- Manage and oversee the collection of local and regional data pertinent to Downtown Long Beach, including the publication of DLBA's quarterly *Snapshot: Market Reports* and annual *Downtown Long Beach Economic Profile*
- Play major role in facilitating public-private partnerships involving local government and private investors to support the Downtown Plan.
- Staff and manage the Economic Development Committee and oversee related projects.

- In coordination with the President & CEO, develop the policy agenda for the organization and execute those advocacy objectives and political priorities, leveraging DLBA's Executive Committee and Board of Directors to propel various policy positions and initiatives.
- Coordinate and execute advocacy for public and private projects of significant value and lasting economic impacts for Downtown Long Beach.
- Lead and manage advocacy coalitions and work closely with leaders of other like-minded community and industry organizations.
- Draft compelling written content including fact sheets, position statements, action alerts and other policy briefs.

EDUCATION AND EXPERIENCE QUALIFICATIONS AND SKILLS

Education:

Bachelor's degree and minimum of five years of experience in related areas required. Graduate education may be substituted for part of work experience. Degrees in public administration, public policy, urban planning, real estate, economics, business administration, finance and other related fields are preferred.

Experience:

Five years of applied experience in city planning, community development commercial real estate, retail, restaurant, and/or small business administration preferred. Experience working for or with a Business Improvement District (BID) is preferred. Familiarity with Long Beach businesses and/or government a plus.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

Language Ability:

This position requires interfacing with all members of the public including elected officials, business and property owners, residents, community members, government staff, vendors, and professional service providers. Ability to read and understanding written sentences and paragraphs in work related documents. Capability to communicate effectively in writing as appropriate for the needs of the audience. Use effective communication skills to present information accurately and clearly in one-on-one and small group situations with colleagues, outside vendors, students, parents, community members of the organization.

Math Ability:

Capability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Computer Skills and Office Equipment:

To perform this job successfully, an individual should have the basic computer literacy. Experience with general office equipment and software such as Microsoft Windows, Word, Windows operating systems, including Microsoft Office: Word, Excel, PowerPoint, and Outlook. Operates standard office equipment: ability to send out mail (by postage, shipping services, etc.), calculator, print, copy and scan documents. Familiar with CRM database systems, is a plus.

Work/Position Environment:

You will work office in a fast-paced, deadline-driven environment. This individual may be required to work outside the 8:30 a.m. - 5:30 p.m. workday to staff events and offsite meetings throughout the year. These off-hour occasions are typically planned and known in advance.

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.

The individual must have sufficient physical strength, mobility, and stamina to lift and/or move, and equipment up to 50 pounds on regular basis. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; use hands and talk or hear. The employee is frequently required to walk; reach with hands and arms and stoop, kneel, crouch, or crawl. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other:

Downtown Long Beach is a culturally diverse environment. The DLBA is committed to complying with State and Federal laws including Fair Employment Practice laws, which provide equal opportunity in employment to all persons regardless of race, color, national origin, sex, age, religion, veteran status, or disability.

This position is mostly indoors. Work scheduled varies, must be able to work a flexible schedule such as early mornings, evenings, and weekends. Maintain emotional control under stress. Ability to handle emergency situations using good judgment. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary Range: \$80,000-90,000 annually

Interested candidates should apply through Indeed by clicking [here](#).