

Job Title: Director of Economic Development and Planning**Department:** Economic Development and Planning**Reports to:** President/CEO**Status:** Full-Time**Location:** In office**Job Summary:**

Hillsborough Street Community Service Corporation (HSCSC) seeks an innovative and experienced economic development and planning professional to oversee the organization's work in improving the storefront economy, office market, and overall economic vitality along Hillsborough Street and the Blue Ridge Road corridor. HSCSC is in its 12th year managing a municipal service district in Raleigh adjacent to NC State, as well as in its eighth year managing the Blue Ridge Corridor Alliance, a contributor-based organization focused on implementing the City of Raleigh Blue Ridge Corridor Study. As HSCSC's main jurisdiction runs along a major university corridor, this position will interact regularly with NC State University staff and students.

Key Responsibilities:

- Actively promote investment & real estate development in the Hillsborough Street area through data, reports, relationships with other economic development partners, recruitment, and industry tools
- Manage production of annual reports, semiannual economic development reports, and specialized packages of information, maps, and data for business & development prospect clients
- Responsible for managing tracking of market data including business openings/closings, rental rates, occupancy rates, investment activity & trends, building permit activity, zoning applications, land and building sales, new office tenants, food & beverage sales, and other applicable data
- Manage retail recruitment in areas of operation, including identification of prospects, meeting with prospects, connecting with landlords, and maintaining communication with existing businesses
- Oversee business assistance activities, including semiannual business workshops, providing assistance to businesses with any issues affecting their businesses, communicating grant and other resource opportunities
- Manage several committees, including but not limited to: Economic Development, Parking & Transportation, and Development Projects Advisory Panel
- Manage Public Art Grant program and all affiliated aspects of the program
- Manage Sidewalk Furniture Grant program and all affiliated aspects of the program
- Serve as partner and point of contact with City of Raleigh's Office of Economic Development and Innovation, Greater Raleigh Chamber of Commerce, Wake County Economic Development, Economic Development Partnership of North Carolina, and other economic development partners
- Serve as liaison to City of Raleigh on economic development and urban planning-related studies and efforts such as transit, parks, land use, zoning, and permitting

- Develop, lead, and execute special economic development planning initiatives such as corridor studies, strategies, retail studies, surveys etc.
- Oversee reporting of economic development metrics in accordance with contracts with City of Raleigh for Municipal Services District and Economic Development
- Manage consultants, part-time staff, and interns to complete annual or independent projects to further HSCSC goals
- Miscellaneous duties and responsibilities as assigned

Requested Skills:

- Bachelor's degree or Graduate degree in economics, business, real estate, city planning, government; OR equivalent related field experience preferred
- At least three years of experience performing tasks similar to the research, data analysis, reporting, outreach, and placemaking activities described above
- Computer proficiency in Google Suite and Microsoft Office products is essential
- Working knowledge of database applications, graphic design and GIS
- Possess excellent written and verbal communication skills and be comfortable interacting with diverse groups including developers, business entrepreneurs, property owners, residents, and government officials
- Ability to work independently and as part of a team
- Experience in stakeholder/community engagement
- Experience thriving in a high-paced, results-oriented environment
- Ability to multitask, remain flexible, demonstrate initiative, and be organized & detail-oriented
- Proven collaborative team player with a positive and professional attitude
- Ability to supervise others, such as vendors, research assistants and interns
- Ability to work flexible hours (some nights and weekends)

Skills that are a Plus, but not Required:

- Google Systems (Google Docs, Google Sheets, Google Drive, etc.)
- Adobe Creative Suite - Photoshop, Illustrator, InDesign, Premiere Pro, etc.
- Trello or another project management system
- Office Suite (Word, Excel, Powerpoint, etc.)

Position Environment:

The Director of Economic Development and Planning will work in the HSCSC office, and its fast-paced, deadline-driven environment. The position is predominantly an in-office role, with limited flexibility for work from home or remote work. The individual will interface with business and property owners, residents, community members, government staff, vendors, and professional service providers. Due to the nature of the position, it is expected that this individual may be required to work outside the normal 9:00 a.m. - 5:00 pm office hours. They will be required to engage with merchants and our stakeholders in person. They will need to be able to navigate the corridor, safely participate in events and activities and access our second floor office using the stairs.

Compensation:

The Director of Economic Development and Planning is an exempt employee. Compensation shall be commensurate with experience and will qualify for a generous benefits package to include health/eye/dental care, retirement contribution, parking and professional development. Vacation and sick time is also included. Salary range is \$55,000 to \$60,000 annually.

Diversity, Equity and Inclusion

Live It Up! Hillsborough Street is a diverse coalition of Hillsborough Street community partners that advocates for a vibrant and unique district. This includes a commitment to providing crucial opportunities, both within our organization and within our district, to individuals and businesses from all walks of life and all backgrounds. HSCSC is an equal opportunity employer and 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.

About HSCSC

HSCSC is a community development organization that has helped guide the revitalization of Hillsborough Street in Raleigh, NC for more than a decade. For more information, visit www.hillsboroughstreet.org.

About the Blue Ridge Corridor Alliance

The Blue Ridge Corridor Alliance is an independent non-profit created by a partnership between the City of Raleigh, NC State University and the property owners, businesses and residents of the Blue Ridge Road Corridor in the summer of 2014. The Blue Ridge Corridor is an area centered around a 3-mile length of the Blue Ridge Road running North-South from Western Boulevard to Edwards Mill Road. The corridor encompasses several state properties, medical facilities, neighborhoods, and office/retail parks extending East to I-440 and West to I-40.

<http://brcalliance.org>

To Apply:

Before February 24th, please email resume, cover letter, economic development work samples and a list of 3 references to: jobs@hillsboroughstreet.org

