Job Description:
Economic Development Manager

The Opportunity
Are you passionate about helping downtown Memphis become a more inclusive and vibrant place? Are you interested in bringing historic buildings back to life, fighting blight, encouraging new development, and creating opportunities for more people to live, work, and enjoy downtown? Are you an analytically minded problem solver with an aptitude for data? If that sounds like you, the Downtown Memphis Commission (DMC) has an exciting opportunity to help build a downtown for everyone.

The **Economic Development Manager** will take a lead role in catalyzing downtown development and guiding key decisions with data and analysis. This position will be responsible for administering a wide range of incentives for downtown real estate development, including tax incentives, grants, and loans. The Economic Development Manager will also serve as the primary GIS and data analyst for the DMC’s Planning & Development team.

In this position, typical work will include:

- Working with developers and property owners to match financial incentives to the needs of their projects
- Analyzing real estate development proposals and financial information to ensure eligibility for incentives, and writing detailed staff reports for the DMC’s affiliate boards
- Presenting staff recommendations to the DMC and its affiliate boards at regular public meetings
- Using GIS software and other data sources to identify and solve problems, explain trends, and aid in community engagement
- Maintaining up-to-date project data to measure and track the DMC’s impact over time
- Assisting with the creation of downtown plans and studies to guide the DMC’s policies and programs

The DMC is committed to regularly evaluating and improving its work to better respond to the needs of downtown Memphis. A successful candidate will be a self-starter with a deep interest in urban places, and the ability to constantly learn and adapt to new challenges. This position will join the DMC’s Planning & Development team and will report directly to the Senior Vice President of Planning & Development.

What are we looking for?

- A passion for downtown revitalization
- Strong technical skills, including experience with ArcGIS, Microsoft Excel, and Microsoft Access
- Minimum of a bachelor’s degree in urban planning, real estate, finance, geography, business, or a related field.
• Minimum of three (3) years of experience in urban planning, economic development, market research, financial analysis, commercial real estate analysis, or an equivalent combination of experience and professional-level education
• A Master’s degree in a relevant field of study and/or AICP Certification is a plus
• Excellent written, verbal, and visual communication skills
• The ability to communicate complex data effectively to a wide range of stakeholders
• Familiarity with gathering data from third-party sources, as well as designing surveys and other tools to collect original data
• Knowledge of commercial real estate and real estate finance preferred

Ready to Apply?
Please send your current resume and cover letter via email to Jobs@downtownmemphis.com using the subject line “Economic Development Manager.” No phone calls please.

Position salary range is dependent on qualifications and experience. Within six months of employment, the selected candidate should reside within Memphis and/or Shelby County, Tennessee.

The DMC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.