Job Title: Midtown Houston - Economic Development Coordinator

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Job Summary:

The **Economic Development Coordinator** will be responsible for implementing Midtown Houston economic development strategies and initiatives to promote business growth, attract investment, and enhance Midtown's commercial and mixed-use environment. This role will also conduct market research and provide data-driven insights to inform policies, attract investment, and enhance business retention strategies within the Midtown Tax Increment Reinvestment Zone. The Coordinator will also engage with local businesses, property owners, developers, and stakeholders to strengthen Midtown as a premier destination for commerce, dining, and entertainment.

Essential Duties and Responsibilities:

Business Engagement & Market Development:

- Actively engage with Midtown business owners, commercial brokers, property owners, and potential investors to understand challenges, provide resources, and facilitate growth.
- Organize and facilitate focus groups, networking events, and industry roundtables to promote Midtown's development opportunities and foster collaboration.
- Conduct outreach to site selectors, corporate relocation consultants, and commercial real estate firms to market Midtown as an ideal business location.
- Assist in repositioning blighted and vacant commercial spaces to attract new tenants and optimize retail vibrancy.
- Support the development of small business incentive programs and entrepreneur support initiatives.

Economic & Market Analysis:

- Conduct economic impact studies, market trend reports, and business sector analysis to support Midtown economic development strategies.
- Collect, analyze, and distribute real estate market data, demographic insights, and economic indicators to inform business owners, developers, brokers, and investors.
- Track real estate trends, including commercial and residential development, vacancy rates, and property values.
- Assess demographic and workforce data to identify target industries and business opportunities.
- Assist in the creation of economic development reports, presentations, and grant proposals.

Program & Policy Development:

- Work collaboratively with Midtown's Board of Directors, city officials, and partner organizations to advance economic development initiatives.
- Provide data-driven recommendations for economic policies, tax incentives, and public-private partnerships (P3s).
- Collaborate with city, county, and state agencies to leverage available funding and resources.
- Partner with local universities, think tanks, and economic development organizations to stay updated on industry trends.
- Monitor program performance, gather stakeholder feedback, and recommend adjustments to ensure alignment with Midtown's economic growth goals.

Qualifications & Experience:

Education & Experience:

- Bachelor's degree in Economics, Urban Planning, Public Administration, Real Estate, or a related field.
- Minimum 3 years of experience in economic development, urban planning, or commercial real estate market research and analysis.
- Experience working with public-private partnerships, business development programs, or local government initiatives is highly desirable.

Skills & Competencies:

- Deep understanding of commercial real estate market dynamics and business attraction strategies.
- Experience conducting market research, economic analysis, and business sector assessments.
- Ability to interpret and apply economic data for business attraction and policy development.
- Ability to develop and maintain strong relationships with business leaders, community stakeholders, and government officials.
- Proficiency in Microsoft Office Suite and market research tools.
- Excellent written and verbal communication skills for preparing reports and presentations.
- Experience with public-private partnerships, grant writing, and workforce development is a plus.

Preferred Qualifications:

- Knowledge of Houston's real estate market, economic policies, and business environment.
- Experience working with Tax Increment Reinvestment Zones (TIRZs), Management Districts, Public Improvement Districts (PIDs), or Business Improvement Districts (BIDs).

- Knowledge of economic incentive programs, business grants, and district-level economic development strategies.
- Familiarity with economic incentive programs such as Community Development Block Grant, New Market Tax Credit, or Opportunity Zones.

Salary and Benefits

- Competitive salary commensurate with experience
- 401k
- Employer-paid medical insurance
- Dental insurance available
- Paid vacation and sick leave
- Ten paid holidays plus one floating holiday
- Employer-provided parking
- Professional, collaborative, and mission-driven work environment

Submit Resume

If you are a collaborative leader who is passionate about public service, community partnerships, and improving neighborhood safety, we encourage you to apply and become part of Midtown's mission to create a safe, welcoming, and thriving community. Please send your resume to Rena Leddy at Rleddy@midtownhouston.com