



# Economic Development Director Job Description

## **Nature of Work:**

Provides guidance to Grove Park Foundation partners, individuals and companies to establish, relocate, or expand businesses opportunities within the Grove Park community. This is a full-time position whose role will include working to increase the economic mobility of existing residents by supporting job creation, retention, workforce preparedness, and local hiring. This position will work closely with the Grove Park Foundation leadership, partners and Economic Development Committee in promoting workforce development opportunities and economic development interests within Grove Park.

## **Essential Duties and Responsibilities:**

- Directs economic development initiatives to achieve the goals and objectives guided by the Economic Development Committee and GPF Leadership.
- Provides assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and partners agencies as needed.
- Work to assess local businesses to create a deeper understanding of their needs.
- Provides professional economic development advice and serve as an advocate for economic development in line with zoning ordinances, and goals as established by the Grove Park Economic Development Committee and/or Board.
- Becomes familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land areas.
- Connecting businesses with physical building and land inventory and the orderly development of projects within Grove Park.
- Works closely with the local Chamber of Commerce to identify areas of concern in the promotion of business location and expansion within Grove Park.
- Maintains a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate, i.e. Invest Atlanta, HUD, Department of Economic and Community Development, City of Atlanta, Regional Planning Commission, etc.



Provides information and/or make presentations to boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.

- Provides guidance to and take direction from the Economic Development Committee and community partners to create strategies to increase access to training and business development services for Grove Park residents and existing and future business owners. Works with the Economic Development Committee to formulate and implement marketing and business attraction strategies.
- Prepares grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.
- Assists with economic development oriented negotiations, as assigned.
- Serves as a member of economic development groups or task force that promote economic and community development at the local, State or Federal level, as deemed necessary or appropriate.
- Monitors legislation and regulations relating to economic development, and report findings to the appropriate impacted parties, i.e. the Economic Development Committee, Grove Park Board of Directors, etc.
- Maintains strong working relationships with neighborhood residents, the general public, area businesses, partners, the media, and others.
- Conduct other related work as assigned.

### **Education, Training and Experience Required:**

- Ten (10) plus years, experience in economic and community development, including administrative responsibility;
- Master degree or Economic Development certification preferred but not required;
- Graduation from a four-year college or university, preferably with specialization in economic and community development, business administration or a related field;
- Considerable knowledge of business, community, and economic development.
- Working knowledge of municipal zoning and infrastructure, and planning programs and processes.
- Ability to communicate and present effectively to groups and individuals, neighborhood residents, partners, engineers, architects, contractors, developers, businesses, supervisors, employees, and the general public.



- Ability to establish working relationships with other organizations and economic development practitioners.
- Ability to prepare and analyze reports and data, and have skill in the operation of necessary tools and equipment, i.e. computer, word processing, spreadsheet software, and general office equipment (telephone, fax, copier, calculator, etc).

**Salary commensurate with experience**

**Please send resumes to: [contact@groveparkfoundation.org](mailto:contact@groveparkfoundation.org). For additional information on Grove Park Foundation please go to [groveparkfoundation.org](http://groveparkfoundation.org)**