

Position Description

Title: Economic Development Consultant
Accountable to: Schuyler Community Development Board of Directors

Primary Objectives of Position:

The Economic Development Consultant is responsible for developing and implementing economic development programs for the city of Schuyler with the goal of business retention, expansion and attraction; workforce development job growth and tax base expansion. These responsibilities involve considerable public contact with business owners and managers, developers and real estate brokers, City staff, Schuyler Community Development (SCD) Board of Directors, Chamber Director, and other economic development agencies in the state.

The Economic Development Consultant serves as the key point of contact for businesses locating or expanding in the City; assists businesses in understanding and meeting requirements for development processes; provides information and guidance about economic development assistance and incentive programs.

The Economic Development Consultant coordinates and implements business services, community connections, leadership activities, advocacy and board of director meetings.

Duties include:

SCD:

- Build relationships with businesses through frequent visits, outreach and communication
- Develop, recommend and implement strategies, policies and programs supporting Schuyler Community Development's strategic plan and City's overall economic development goals and objectives
- Develop strategies for attracting and retaining businesses
- Coordinate marketing and promotional activities to attract new economic development and investment
- Serve as key point of contact for businesses locating or expanding in the city; assist businesses in understanding and meeting requirements for development process, and provides information and guidance about economic development assistance and incentives
- Assist in the negotiation and implementation of development agreements, including tax increment financing, tax abatement contracts, and other state and federal programs
- Administer and market local economic development assistance programs, including loans

- Identify funding or other opportunities for economic development projects; prepare and submit applications/grants to secure funding or other opportunities
- Develop and maintain positive relationships with city staff, city council, members of the board, committees, business owners, property owners, developers, lending institutions, and related organizations
- Disseminate information on available land, buildings and development opportunities, through outreach to interested parties
- Update and maintain SCD website and Facebook page
- Conduct due diligence including technical research, analyze data, evaluate findings, identify significant issues, determine options and develop board and city council recommendations
- Coordinate Community Development board of directors' and Downtown Revitalization Committee meetings
- Workforce development is the number one concern that keeps business from growing. SCD is the lead on talent attraction efforts
- Cultivation of entrepreneurs
- Budget and funds tracking, create SCD yearly budget

Minimum Qualifications:

- Bachelor's degree in Economic Development, Business, Finance, or related field; or equivalent combination of related education and experience
- Excellent written and oral communication skills and have the ability to deal with public and private officials and negotiate transactions
- Excellent leadership skills
- Self-motivation and ability to work toward objectives with minimal supervision
- Availability and willingness to work flexible schedule including some early mornings, evenings and weekends
- Ability to work with people of all backgrounds (race, ethnicity, socioeconomics, gender, sexual orientation, religion, disability, etc)
- Possess a valid Nebraska Driver's License by hire date

Experience in the following areas a plus:

- Working knowledge of economic development programs, Tax Increment Financing, LB840, zoning, business development, retention and expansion
- Experience with budgets and project management
- Experience in grant procurement and administration
- Website administration
- Bilingual (English and Spanish)

Working Conditions:

- This position requires the person to be self-motivated and able to work independently.
- May be necessary to work extended hours to meet project deadlines and/or attend required meetings.
- Private office location at Homestead Center, 1119 B Street, Schuyler, NE 68661

Equal Opportunity:

Schuyler Community Development, Inc. is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, and the Americans with Disabilities Act Amendment Act (ADAAA) Schuyler Community Development provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Compensation:

- Salary commensurate with experience and qualifications
- Flexible schedule
- Health insurance, retirement and cell phone stipend

Please email cover letter and resume to:

Lonnie Kitt, SCD Board President

lonniejkitt@gmail.com