



ELEVATING BUSINESS. EMPOWERING COMMUNITY.

Job title	<i>Economic Development Manager</i>
Reports to	<i>Longmont EDP President & CEO</i>
Job Type	Full-Time Exempt/Hybrid
Salary Range	\$90,000 - \$120,000

About Us

The mission of Longmont Economic Development Partnership (EDP), a 501c (6) public/private non-profit organization, is to lead a comprehensive, collaborative economic development strategy to promote and strengthen our community's economic health. Our economic development strategy, Advance Longmont 2.0, focuses on quality job creation and business investment. We activate a powerful civic infrastructure that identifies problems, creates innovative solutions, and implements these programs across partner organizations.

The role of the Economic Development Manager is to bring new ideas and creative approaches to support the long-term retention and growth of Longmont's existing primary industry base. Longmont EDP recognizes primary employers as any business which generates more than half of its revenue from outside the region. Lead generation and conversion for new companies and industries, as well as the retention and expansion of Longmont's existing primary industry base, has been at the heart of Longmont EDP's core competency since its founding. This is accomplished primarily through a strategy of targeting specific industry clusters, which reflect Longmont's competitive strengths, either in concentration or growth potential. Our target industry clusters currently include Aerospace, Food & Beverage Production, Bioscience, and IT Software & Hardware.

Responsibilities of the Economic Development Manager

- Cultivate and deepen working relationships with stakeholders at multiple levels across multiple industries
- Design, implement, and monitor the success of economic development programs.
- Serve as the connection point between Longmont's primary industry businesses and the local, state, and federal resources available to support their success in Longmont
- Help identify innovative opportunities and take action to further the City's overall economic development goals
- Support an aggressive business attraction program that focuses on key growth

industries that value the locational assets of the City of Longmont

- Assist with the implementation of short- and long-term policies, plans, strategies and activities to retain existing business
- Support the implementation of the City's economic development strategy, Advance Longmont 2.0
- Work with staff, local elected officials, and City leaders to help shape policies that promote business creation, sustainability, and growth in Longmont
- Use macro- and micro-economic data, as well as primary and secondary data, to inform industry relevant program and policy development
- Support the administration of surveys, such as the *ELEVATE* and *Workforce Perceptions* surveys, to inform programming and provide information on the state of industry within Longmont
- Create and monitor metrics that track progress of existing initiatives, demonstrate the efficacy of Longmont EDP's retention and expansion efforts, and support a greater community-wide understanding of the importance of Longmont's primary industry base to the local economy
- Serve as the administrator for the North Metro Enterprise Zone Grant:
 - Pre-certify and certify all EZ tax credits using the State's systems and/or forms
 - Act as the local representative for the program, helping implement the program and ensuring investors and community members are informed of the program
 - Manage any authorized Contribution Projects as allowed by the Statutes, and participate in peer review of new Contribution Project Proposals
 - Report data to the State as required
- Serve as a resource to local real estate developers and brokers - both commercial and residential - to support their efforts to create a built environment in Longmont that meets the needs of both talent and industry
- Ensure economic development activities support City goals and policies, while complying with federal, state and local regulations
- Work with local, regional, and state partners to respond to and support economic development prospects, especially those aligning with Longmont's targeted industries
- Present information to the Board of Directors, City Council, and other interested parties
- Work closely with the CEO and City Manager's Office on incentives to support business attraction, expansion, and retention

Qualifications for Economic Development Manager

- Demonstrated passion for business and economic development
- Ability to develop relationships that inspire confidence, trust, and respect from internal and external stakeholders
- Skills in organizing, prioritizing, tracking, and managing multiple assignments, projects, and tasks
- Ability to communicate knowledgeably and effectively on economic development
- Ability to analyze data and use it to inform decision making

- Flexible and adaptive style; a leader who can positively impact both strategic and tactical initiatives
- Ability to appropriately handle sensitive and confidential business and client information
- Strong problem solving and analytical skills
- Excellent oral and written communication skills
- Ability to work effectively with minimal supervision, often on multiple tasks
- Ability to work independently and as part of a team
- Demonstrated ability to integrate equity and inclusion perspectives into program design and program implementation
- Physical capability of standing or sitting for long hours each work day
- A Bachelor's degree in Business or Public Administration, Economic Development, Urban/Regional Planning, Economics, or related field from an accredited college or university and 5+ years' experience in a related field

Working at Longmont EDP

The Economic Development Manager position at Longmont EDP is a full time position offering competitive pay and benefits commensurate with experience. The organization seeks to foster a strong work/life balance for its employees through our flexible scheduling, discretionary leave, and remote work policies. The Economic Development Manager reports directly to the President/CEO of the organization.

Interested?

Professionals who believe they are an excellent fit for this opportunity and are interested in being considered for this important role within the Longmont EDP organization and Longmont community should submit their resume and cover letter directly to Erin Fosdick, President/CEO, erin@longmont.org. An initial review of possible candidates will be conducted beginning May 30, 2023; this position is open until filled.