

Ehlers Companies is a professional financial services company, offering advisory, consulting and transactional services to the public sector through three wholly-owned subsidiaries:

- Ehlers and Associate, Inc. is a federally-registered municipal advisor: providing municipal debt advisory, development finance, and fiscal planning services to public sector clients in the markets it serves.
- Ehlers Investment Partners is a federally-registered investment advisor: assisting public sector clients with investment of public funds, including debt proceeds and general cash assets, as well as treasury management consulting.
- Bond Trust Services Corporation is a limited purpose trust company: established to provide debt issuers with paying/fiscal agency and bond registrar services.

Ehlers Companies is a 100% employee-owned firm under an ESOP structure with offices in Minnesota (headquarters), Wisconsin and Colorado. The firm has been in continuous operation for over 60 years and currently employs over 80 professionals across all business lines, the largest of which is Ehlers and Associates, Inc.

The Economic Development Specialist will coordinate the preparation of TIF District establishment or modification and assist with general economic development services. Creates and maintain necessary legal and financial documents including TIF plans to finance municipal projects. Provide support to the team for other general economic development services, including, but not limited to, financial analysis, developer pro forma review, economic development planning, program development and project management. Position requires the ability to research, read, and understand state statutes, work independently and take initiative to resolve problems, meet deadlines, prioritize projects, and provide project management to clients and internal staff.

Key Result Areas and Functions:

- Reviews proposed TIF projects and determines which procedures and timelines are necessary to comply with statutes.
- Prepares documents and coordinates all aspects of TIF District establishment or modifications and other related activities. Prepares TIF runs as appropriate. Acts as a back-up for other TIF Coordinator members in other offices as needed.
- Monitors TIF legislation and revises, enhances and maintains templates to incorporate relevant changes. Updates Ehlers TIF Law Summary and excel spreadsheet on annual TIF legislative changes.
- Assists in the preparation of semi-annual Pay-As-You-Go (PAYGO) Note calculations and annual TIF reports for clients.
- Assists with developer proforma analysis of public financing requests to assist in formulating recommendations for levels of public assistance
- Assists with the preparation of economic development, redevelopment and housing studies, planning initiatives and program development for clients
- Provides general research support for economic development engagements.
- Assists in the preparation of reports and presentations for TIF and economic development and redevelopment projects
- Answers questions regarding documentation procedures, general financing plans, and Ehlers services from clients, attorneys, and others. Obtains information to respond to more complex questions or seek guidance as needed.
- Maintains and builds database of TIF Districts. Provides feedback for enhancements to the database.
- Coordinates activities with Ehlers Advisors, clients, and TIF attorneys to ensure deadlines are met.
- Follows and adapts standardized procedures.
- Performs other duties as required to fulfill mission of the company.

Qualifications:

- Ability to read and understand State statutes.
- Ability to apply legal concepts to new situations.
- Understand the general field of municipal and development finance and economic development, housing and/or redevelopment.
- Demonstrates exceptional attention to detail, care, and accuracy in completing tasks.

- Analytical ability to understand how data relates to and affects other data and information.
- Strong interpersonal skills to create and maintain positive relationships with team, clients, and others. Foster a harmonious work environment to achieve individual, team, and company goals.
- Able to use intermediate and advanced functions of Word, Excel, Power Point, and databases.
- Uses clear and concise written communication skills.
- Speaks and listens to communicate effectively to exchange information in person or by phone.
- Carefully reviews and edits documents, spreadsheets, TIF runs and communications so that they are grammatically correct, and free of structural and organizational errors.
- Able to manage uneven workloads and multiple work activities. Prioritizes tasks and organize work so that deadlines are met, and essential work is completed when the workload is heavy.
- Must enjoy an environment that is fast paced with firm deadlines. This can be stressful based on volume of workload.
- Seeks opportunities for continuous work improvements.
- Proactively asks questions and request guidance or assistance when needed.
- Recognizes and pursues opportunities for professional development.
- Takes initiative and ownership of assigned projects; able to seek out answers and independently find solutions.
- Highly organized.

Minimum Education and Experience:

Bachelors Degree in related field or equivalent governmental experience required.

Credentials, Licenses or Designations:

National Development Council (NDC) Economic Development or Housing Development Finance Professional, preferred but not required.

To learn more about Ehlers and Associates or to apply, please visit our website at www.ehles-inc.com