



City of Dallas
**(ECO) Manager - Economic Development (Catalytic
Development) (Non-Civil Service)**

SALARY	\$85,183.59 - \$106,479.49 Annually	LOCATION	Downtown Dallas, TX
JOB TYPE	Full-time	JOB NUMBER	HRNCS-MGR-ECODEVRD-CATD-ECO
DEPARTMENT	Office of Economic Development	* ORG (REQUIRED)	1163 Redevelopment
OPENING DATE	08/29/2023	CLOSING DATE	9/12/2023 11:59 PM Central

Position Purpose

Welcome to the City of Dallas!

*The City of Dallas is one of the largest employers in the DFW Metroplex.
We offer growth opportunities and a chance to make a difference in our community.*

What do we offer?

A competitive salary, five-year vested pension plan, great benefits package that includes health, vision and dental insurance, pet insurance, tuition reimbursement, qualifying childcare assistance, paid time off and more.

Join our diverse workforce and help us in providing excellent service to the residents of Dallas while building a rewarding career.

The salary listed on this job posting is the starting salary range; amount offered will depend upon qualifications.

The Economic Development Manager position may perform and coordinate a variety of activities related to the Programs within Economic Development they are assigned to. Some Managers may be responsible for one or several of the following:

- (a) Serve as a proactive and visible representative of the Office of Economic Development and the City of Dallas in the assigned community.
- (b) Seek to leverage private sector investment to promote and grow the City's economy, create and retain jobs, foster a business-friendly environment, and to promote equitable economic growth and opportunity throughout the City.
- (c) Manage, oversee, and facilitate all economic development activities in its assigned community, and will provide expertise in city, state, and federal economic development programs and incentives. In addition to serving as the point person for inbound inquiries related to the assigned community.
- (d) Proactively learn the community assets and opportunities in order to spur development opportunities.
- (e) May also have a significant responsibility for coordinating multi-departmental teams, leading meetings, presentations, and negotiation, speaking in public on behalf of the Office of Economic Development, and working closely with high-level government officials, private sector executives, other relevant stakeholders.
- (f) Policy development.
- (g) Marketing, external relations, communications, press management, social media including website management and content development. Some Managers may be responsible for one or more of the following for Economic development Programs:
- (h) Finances.
- (l) Monitoring compliance.

- (j) Research/analysis of related databases, tool development, and others, data management.
- (k) Vendor management, and/or other related functions.

Essential Functions

1. Act as a visible and proactive representative of the Office of Economic Development in the assigned community or area. Through project management skills and expertise in real estate development, act as a change agent for the assigned community in order to achieve economic growth and equitable development.
2. Manages a portfolio of projects, programs, and initiatives to further economic development in the assigned community.
3. Develops and supports policy recommendations.
4. Develops, recommends, and implements economic development strategies in the assigned community.
5. Develops marketing materials/messages, external relations, communications, press management, social media including website management and content development.
6. Analyzes proformas, budgets, and other financial information to underwrite and assess viability of a project.
7. Exercises sound judgment, tact, creativity, resourcefulness and leadership in dealing with city staff, the public, local government/state/federal officials, committees and boards, and private businesses.
8. Deadlines at times may not be negotiable; hence, this position requires flexibility. At times, responsibilities may require extensive work hours and/or working evenings/weekends, as needed, to attend meetings, conferences, prepare briefing presentations, prepare City Council agenda items, conduct analysis or research, or carry out other time-sensitive tasks as assigned and relevant to the job.
9. This position may manage directly a small staff and be indirectly responsible for giving direction to others within the City organization and/or outside the organization.
10. Will be responsible for staying abreast of new development, real estate transactions, planned development, market trends, major property owners, main stakeholders, and other relevant information about the assigned community. Will coordinate with other City departments on planned work in assigned community.
11. Develops economic development related budgets, as well as manages, forecasts activity, performs relevant financial transactions, and related multi-jurisdictional program reporting.
12. Conducts monitoring of economic development program agreements for compliance with terms and conditions (may include commercial and/or mixed-use facilities, affordable housing requirements and/or others).
13. Assists in the development and/or research of information and databases, compiling and analyzing data and/or contract compliance monitoring work.
14. Data management, and/or vendor management.
15. Performs any and all other work as needed or assigned by Assistant Director and Director.

Minimum Qualifications

Education:

Bachelor's degree (**required**) (Master's degree or higher **preferred**). from a four-year accredited college with an emphasis on any or several of the following: Urban Planning, Public Administration, Economic Development, Real Estate Development, Economics, Business Management, GIS, and/or Finance/Accounting.

Experience:

A minimum of six (6) years of progressive working experience in an economic development organization (public or private organization). Relevant experience in roles that demonstrate a proven ability to communicate, manage projects, overcome obstacles, and close deals in a fast-paced environment.

Position Specific Preferred Experience/Expertise:

In addition to the basic Essential Functions for this position, the following reflect the specific job-related responsibilities and

skill preferences to contribute to the qualification potential of applicants.

- Proven depth and breadth of knowledge and specific experience/expertise in the areas of **real estate development finance, municipal economic development, and municipal incentive tools** (e.g. tax increment financing districts, public improvement districts, municipal management districts, mixed-income housing requirements, HUD 108 loans, public/private partnerships, grants/loans through Chapter 380 of the Texas Local Government Code, tax abatements, new market tax credits, property assessed clean energy financing, historic tax credits, etc.), mixed use development and redevelopment, deed restrictions, zoning, project management, and real estate development underwriting.
- Successful track record of experience working with private sector as well as city, county, and state government officials.
- Knowledge of local, state, and federal economic development agencies and programs preferred.
- **Must have excellent communication skills, both oral and written.** Drafting project documents, offer letters, staff reports, and staff presentations are a substantive part of the job.
- Highly desirable experience and proficiency with ArcGIS and Microsoft Office.
- Ability to manage multiple projects, meet deadlines, prioritize, and organize work assignments, work well individually and as part of a team.
- Ability to exercise sound judgment, tact, creativity, resourcefulness and leadership in dealing with the public, developers, City officials, committees and boards, outside agencies, and businesses.
- Full-time; flexibility required. May work extensive hours, as needed, to attend trade shows, networking events, and other related meetings.
- Other duties as relevant and assigned.

Licenses and Certifications:

Some positions may need to have an Economic Development Finance Professional Certification or comparable professional certification or be willing to secure such certification during the probationary period of employment.

Supplemental Information

Knowledge, Skills and Abilities:

- Knowledge and understanding of local, state and federal economic development programs to be able to assemble incentive packages applicable to any given project.
- Knowledge of how to interpret, compile, analyze, present results and/or draft reports or determinations related to contractual agreements and/or financial data.
- Ability to gain expertise in local, state, and federal economic development incentives and programs such as the Texas Local Government Code (Chapter 380; Chapter 378; Chapter 399; Chapter 373), Texas Tax Code (Chapter 311; Chapter 312), federal programs (new markets tax credits;), Chapter 372 (Public Improvement Districts), City Code, City Charter, City Strategic Plan, City Economic Development Policy, and other relevant information.
- Ability to communicate effectively and diplomatically both internally and externally at all levels.
- Excellent writing and proofreading skills for use in the development of presentations, reports and collateral materials for any medium. Must have excellent communicative skills, both oral and written.
- Demonstrated proficiency with ESRI ArcGIS mapping software, geospatial data analysis, data visualization, dashboards, story maps, infographics, etc.
- Ability to manage website and social media content development and maintenance.
- Ability to collaborate in dashboard and/or database development, maintenance, analysis.
- Proficient in the use of Microsoft Office (especially Excel, Word, PowerPoint, Outlook, Access) and/or Salesforce.
- Ability to develop and make highly technical and complex presentations, and lead development negotiations and discussions.
- Ability to recognize opportunities to foster equitable economic growth and negotiates such opportunities into term sheets as appropriate.
- Ability to prioritize and organize work assignments to meet all deadlines. Work well under pressure make competent and thoughtful decisions under stress.
- Ability to work well both independently and as a part of a team.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties, and skill required.

Agency

City of Dallas

Phone

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