



Director of Economic Development

Application Deadline: Rolling until position is filled

Start Date: ASAP

Reports to: Executive Director

FLSA Status: Exempt, salaried

Salary Range: \$85,000-\$100,000

To Apply: Send a resume and cover letter detailing your qualifications and reasons for applying to Marian Alexandre, malexandre@smpdc.org.

The SMPDC is seeking an experienced, effective, and knowledgeable full-time Economic Development Director. This position is one of great importance to our organization, responsible for managing, developing, and guiding economic development projects and programs in the region. This position will manage the SMPDC Brownfields program, a multi-million-dollar redevelopment program which is among the most successful nationwide, including loans and assessment projects. The ED Director is responsible for managing all Economic Development Administration (EDA) programming available and required of our organization as an EDA Economic Development District, such as EDA loan funds, and the Comprehensive Economic Development Strategy. Our organization and this position will work directly with the Southern Maine Finance Authority, who is responsible for SMPDC's portfolio management.

As the leader of one of the core sectors of SMPDC's mission, the individual in this position will provide both the administrative knowledge and execution required of the current programs, as well as the experience and vision to continue developing services which will best serve our member communities.

About SMPDC

SMPDC is a non-partisan nonprofit that cultivates thriving, sustainable communities and strengthens local governments by leading planning and economic development for 39 member towns in southern Maine. SMPDC is a leader in land use, sustainability, and resilience planning throughout Maine. SMPDC works closely with member municipalities by providing Planning Board support, development review, ordinance writing services, and long-range planning services.

SMPDC offers a flexible work environment with opportunities for advancement and professional enrichment. The position offers a competitive benefits package. SMPDC's office is located in a vibrant area, walking distance from both downtown Saco and Biddeford, which was just recognized as a 'Top 10 Small City in America for Food' by Food & Wine Magazine.

Summary

Secures and administers the annual Economic Development Administration Planning Grant; administers SMPDC Brownfields and EDA RLF program; applies for other grants directly; tracks and supervises other department staff with grant/project management responsibilities; provides consultation on grant writing and applications; assembles necessary information in support of grant applications for area communities;

Essential Duties and Responsibilities:

- A. Regional Economic Development Planning
- Secures annual Economic Development Administration (EDA) Planning Grant;
 - Administers EDA grants when needed;
 - Ensures that EDA's Comprehensive Economic Development Strategy (CEDs) requirements are met;
 - Facilitates regional and local economic development planning efforts including project development when appropriate;
 - Write reports and make presentations on economic activities throughout the region;
 - Works with Southern Maine Finance Agency (SMFA) on processing EDA Loan requests.*
 - Provides technical assistance to area communities on economic development projects when requested

*SMFA provides loan underwriting and financial management of the SMPDC Loan pool.

- B. Brownfields Revolving Loan Fund and Brownfields Program Development
- Manages and administers the SMPDC Brownfields Program
 - Assists SMFA with Brownfields Loan requests and administration
 - Manages Brownfields consultants and contracts
 - Provides technical assistance on brownfields redevelopment and assessment projects where needed
- C. Ensures Grant Project Objectives
- Obtains resources to accomplish projects identified in grant documents;
 - Negotiates third-party service agreements;
 - Enlists internal SMPDC staff assistance;
 - Prepares initial budgets and makes needed revisions;
 - Reviews monthly financial reports;
 - Oversees project budgets to ensure there are no cost overruns.
- D. Guides Grant Application Process:
- Solicits grant project ideas;
 - Reviews possible funding announcements;
 - Facilitates discussion groups to solicit feedback on project ideas;
 - Collaborates with department heads on staff assignments to lead the grant application process.

E. Other Projects

- Works with other staff on economic development components of other projects
- Provides Technical assistance on the Community Development Block Grant Program when requested

Knowledge and Skills Required:

A. Education:

Bachelor's Degree from a four-year college or university. Masters Degree preferred in Business, Economic Development, Planning or Public Administration

B. Experience:

Six years plus of related and growing experience and/or training in administration or management of economic development activities.

C. Communications Skills:

Ability to read, analyze and interpret complex documents, professional journals, technical procedures, or government regulations. Ability to write reports, correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of directors, managers and/or customers.

D. Specialized Skills:

Public speaking; project management; budgeting and financial forecasting; employee oversight; ability to work with state and federal agencies on program requirements; use of Microsoft Suite programs.

E. Certifications, Licenses, Registrations:

Valid driver's license.

Work Environment

Duties require considerable judgment, planning and initiative to work independently toward general results, making decisions based on precedent and/or federal, state or local rules and regulations. Significant decisions require consultation with Executive Director, i.e. project scope and grant program direction.

Significantly contributes to budgetary decisions and preparation, but does not have final authority. Authorizes or recommends expenditures within an approved budget. Actions may have a direct contribution on income generation.

Works within a small office environment with proven ability to provide guidance, mentor and converse with employees of a more junior rank. May be required to transcend defined role and provide guidance on other issues. Sense of humor needed.

Supervision and Leadership:

A. Type of Supervision:

Responsibility for planning, coordinating and directing the activities of subordinates. Takes direction from Executive Director and on occasion the SMPDC Executive Committee.

B. Scope of Supervision:

Manages Economic Development Program and Economic Development Planning employees.

Physical Effort and Working Conditions:

A. Physical Effort: Sedentary work.

B. Working Conditions: Typical office environment.