



4950 West Dickman Road | Battle Creek, Michigan 49037 | phone (269) 962-7526 | fax (269) 962-8096

Job Description

Job Title:	Economic Development Specialist		
Reports to:	President and CEO		
Date:	October 2022	FLSA Status:	Exempt (Salaried)
Hours:	Full-time, occasional evening and weekend work required		
Supervises:	N/A		
Travel:	5 – 10%, for conferences and other domestic travel		

Position Overview:

The job embodies a wide variety of work, including community and economic development support services; coordination and assistance with projects (attraction and retention), in support of our mission; assists with managing projects for the tax increment finance authority, and brownfield redevelopment development authority; researches and compiles demographic and economic data in response to inquiries; participates in community engagement efforts, placemaking, and assists with special projects; meets with companies for attraction activities (as needed). Also, this position plays a key role as a liaison to our Foreign Trade Zone (FTZ) activities. Those activities include working with outside consultants, local, regional, and state partners to identifying new users and acclimating them to FTZ benefits and requirements. This role works closely with the BCU Executive Team.

Essential Responsibilities:

1. **Support Services:** Provides technical support in all aspects of the organization by executing specific economic development strategies; coordination and assistance with projects, programs, and activities in support of the mission; researches and compiles demographic and economic data in response to inquiries.
2. **Attraction/Retention:** Assists with business attraction and business retention efforts of the organization. This includes attending prospect development meetings and retention meetings (as needed); preparing information for requests for proposals from the State; and using Salesforce to capture data on companies.
3. **Community Development:** Supports efforts to advance critical initiatives and programs related to BCU's revitalization efforts. Participates in community engagement and placemaking efforts. Works with and keeps positive relationships city officials, business, and community partners to connect resources. Represents BCU at meetings and events when needed. Demonstrates positive employee behavior/culture to promote business growth in the Battle Creek area.

4. **BC Tax Increment Finance Authority (BCTIFA) and Brownfield Redevelopment Authority (BCBRA):**
Assists with managing projects for the BC Increment Finance Authority and Brownfield Redevelopment Authority.
5. **FTZ Administration:** Serves as a liaison to our Foreign Trade Zone (FTZ) activities. Those activities include working with outside consultants, local, regional, and state partners to identifying new users and acclimating them to FTZ benefits and requirements; collecting data from FTZ subzones; and preparing the FTZ Annual Report and submitting it to the US Congress.
6. **Special Projects:** Assists with special business development projects; organizational activities; and other special projects as assigned.

Team Responsibilities:

We expect all team members to promote our mission to build a strong community by driving strategic investment and job creation. Employees are encouraged to be flexible and entrepreneurial promoting a collaborative team-centered culture. Initiative and creativity should be demonstrated daily to ensure the organization prospers over time through successful community development initiatives. Projects are to be completed with quality, within budget, and on schedule. We are here to make a difference together.

Knowledge, Skills, and Qualifications:

- Three (3) years of full-time professional work experience in a closely related area of community or economic development, business, marketing, public administration, or economics desired.
- High school diploma or GED required; bachelor's degree from a four-year college or university preferred.
- Demonstrate resourcefulness in setting priorities and proposing new ways of creating efficiencies.
- Ability to organize and meet deadlines for a wide variety of ad hoc requests. Must be able to handle numerous projects at one time.
- Possess the temperament and flexibility to work effectively in a fast-paced and energetic environment.
- Excellent customer service skills able to communicate effectively with a varied audience.
- Very strong verbal, written, and oral communication skills.
- Strong analytical and problem-solving skills.
- Ability to maintain multiple schedules.
- Strong multi-tasking skills, meeting deadlines, and performing under pressure.
- Ability to work both independently and in a collaborative team environment.
- Must be a self-starter, requiring minimal direction for completing assignments.
- Ability to maintain confidentiality of highly sensitive information. Absolute integrity and discretion are essential.

Physical Factors/Working Conditions:

Work is generally performed within an office environment, with standard office equipment available. Remote work systems are in place to allow for flexibility within reason. Work is generally sedentary in nature, but may require standing, walking, and light lifting. Included is exposure to a wide range of travel conditions (walking, lifting, driving, riding in vehicles, hotel stays, weather conditions).

This description reflects management's assignment of essential responsibilities only. The incumbent is responsible to BCU to carry out other duties within the scope, spirit and purpose of the job as requested. BCU reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

To apply, please submit a cover letter, resume, and references online at www.bacunlimited.org or email this directly to: joinourteam@bcunlimited.org.