

Job Description

Position Title: Development Project Manager

Date of Posting: February 17, 2024

Company Name: Lansing Economic Development Corporation (Lansing EDC)

Compensation: Salaried \$60,000 to \$69,000, Commensurate on demonstrated skills and experience.

Benefits: Medical, dental and vision coverage; 401(k) match program with 6% match; a diverse, dynamic, and flexible environment; generous personal time allowance and holiday leave, including 80 Paid Time Off (PTO) hours following 90-day probationary hire period and continued accumulation after that; paid parking; paid professional development.

Work Location: The work location is primarily in person at the Lansing EDC office in Lansing, Michigan, with limited remote working opportunities.

Reports to: Kris Klein, Vice President

Application Deadline: Open until filled.

Position Description:

The Lansing EDC is a nonprofit economic development organization focused exclusively on the city of Lansing, Michigan. We serve as a bridge between the public and private sectors to create a stronger economy and better community. We are a diverse team of skilled and knowledgeable professionals who share a passion to serve Lansing. Our mission is to improve the Lansing community by fostering economic growth that is strategic, sustainable, and equitable.

The Lansing EDC also manages the Lansing Brownfield Redevelopment Authority (LBRA), the Lansing Tax Increment Financing Authority (TIFA) and four Corridor Improvement Authorities (CIAs) in Lansing. For more information on the Lansing EDC go to: www.LansingEDC.com and read our Annual Report.

The Development Project Manager position will focus on managing Brownfield and Real Estate Development projects on underutilized and vacant properties in the city of Lansing. By working closely with community stakeholders, businesses, developers, and government agencies, the Development Project Manager will generate real and lasting results that will change lives and make the city of Lansing a better place to live.

The ideal candidate will have Real Estate development or construction project management experience along with good technical and financial skills. Success in this position requires a strong sense of commitment, a deep understanding of diversity, equity and inclusion, a willingness to learn and the desire to help people, community, and business in Lansing.

Key Roles and Responsibilities:

The Development Project Manager will be responsible for, but not limited to, the following:

- Manage and coordinate brownfield and Real Estate development projects for the Lansing EDC.
- Meet with businesses and property owners, developers, stakeholders, and others to discuss development projects, economic development programs, incentives and other development tools.
- Attend public meetings, give project presentations, represent businesses and developers.
- Conduct administrative and accounting work related to economic development projects.
- Assist in leveraging state and federal dollars for economic development purposes, including researching and writing grant applications.
- Work with environmental consultants, local organizations and the city of Lansing in utilizing state and federal funds.
- Perform ongoing monitoring, tracking, auditing, and reporting of projects, grants, loans, incentives, and other programs.
- Represent the Lansing EDC on committees/boards and public bodies, as assigned. Most meetings are held during traditional business hours. However, some night and weekend meetings will be required.
- Develop and conduct site searches for businesses and development projects.
- Perform such other duties as may be assigned.

Required Qualifications:

- Bachelor's degree in construction management, real estate, engineering, finance, economic development or a related field of study.
- Knowledge and understanding of basic concepts and techniques of project management and economic development.
- Valid driver's license and the use of a personal vehicle for work purposes.

Skills Necessary:

- Ability to work under pressure, manage a large workload, and meet deadlines.
- Possess strong analytical, interpersonal, written, and oral communication skills; able to communicate with a broad and diverse audience of all levels.

- Possess a strong knowledge of Project Management and Microsoft Office software.
- Ability to work both independently and in a collaborative team environment.
- Demonstrate a high level of self-direction and strong desire to achieve high-level results.
- Ability to maintain confidentiality of highly sensitive information.

Please included with your Indeed application a Cover Letter, Resume and Three Professional References.

If you are having difficulties applying through Indeed, please contact Brandy Standler, Operations Manager at Brandy@LansingEDC.com.

All information received is held in the highest confidence. This position may require a full criminal and credit background check.

Lansing Economic Development Corporation (Lansing EDC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender identity, national origin, age, disability, sexual orientation, or veteran status.

In addition to federal law requirements, the Lansing EDC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and/or training.

Job Type: Full-time

Salary: \$60,000.00 - \$69,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

License/Certification:

- Driver's License (Required)

Ability to Relocate:

- Lansing, MI 48933: Relocate before starting work (Required)

Work Location: In person