

JOB DESCRIPTION

SANTA FE ECONOMIC DEVELOPMENT COORDINATOR

Position Overview:

The Santa Fe Economic Development Coordinator will play a crucial role in fostering the economic growth and prosperity of our fast-growing Texas town with a population of approximately 15,000. The ideal candidate will leverage their expertise in economic development strategies and collaboration to drive initiatives that enhance our city's economic landscape, attract investment, and stimulate job creation. This role offers a unique opportunity to shape the future of our community by capitalizing on our local strengths and facilitating strategic partnerships.

Responsibilities:

- **Strategic Planning:** Develop and implement comprehensive economic development strategies aligned with the city's goals and objectives. Identify key sectors for growth and innovation, and formulate plans to attract and retain businesses within these sectors.
- **Business Attraction and Retention:** Proactively engage with businesses, entrepreneurs, and investors to promote the city's advantages as a desirable location for commercial activities. Provide support and resources to existing businesses to encourage expansion and longevity.
- **Incentive Programs:** Research, design, and manage incentive programs that encourage business investment, job creation, and economic diversification. Collaborate with local and state agencies to leverage available incentives effectively.
- **Infrastructure Enhancement:** Collaborate with relevant departments to identify infrastructure needs that align with economic development goals. Advocate for improvements that enhance the city's appeal to businesses and residents alike.
- **Community Partnerships:** Establish and maintain strong relationships with local organizations, chambers of commerce, educational institutions, and industry associations. Leverage these partnerships to create a supportive ecosystem for economic growth.
- **Data Analysis:** Utilize economic data, market trends, and demographic information to make informed decisions and recommendations. Monitor economic indicators and adjust strategies as necessary to respond to changing conditions.
- **Marketing and Promotion:** Develop marketing campaigns and materials that showcase the city's competitive advantages to businesses, investors, and tourists. Utilize digital platforms and events to raise awareness of the city's economic potential.

- **Regulatory Support:** Navigate zoning regulations, permitting processes, and other relevant regulatory requirements to facilitate business development and expansion. Advocate for streamlined processes where appropriate.
- **Budget Management:** Manage budget allocations for economic development initiatives and ensure prudent use of resources in alignment with established goals.
- **Reporting and Communication:** Provide regular updates to city officials, stakeholders, and the public on the progress of economic development efforts. Prepare reports, presentations, and recommendations for city leadership.

Qualifications:

- Bachelor's degree in Economics, Business Administration, Urban Planning, Public Administration, or a related field. Master's degree is a plus.
- Proven experience in economic development, business attraction, or a related field, preferably in a fast-growing municipality.
- Familiarity with sales tax revenue dynamics and their significance to city finances.
- Knowledge of economic development principles, incentive programs, and industry best practices.
- Strong analytical skills to interpret economic data and trends effectively.
- Excellent communication and interpersonal skills for building partnerships and presenting information to diverse audiences.
- Ability to work collaboratively with various stakeholders, including local officials, business leaders, community groups, and regulatory agencies.
- Proficiency in data analysis, presentation software, and other relevant tools.
- Results-oriented mindset with the ability to drive projects from inception to completion.
- Understanding of local zoning regulations, land use planning, and regulatory processes.
- Compensation:
- Salary and benefits package commensurate with qualifications and experience.

Application Process:

Interested candidates are invited to submit their resume, cover letter, and references to [email address]. Applications will be accepted until [closing date]. Interviews will be conducted on a rolling basis.

Join our dynamic team and contribute to the thriving economic future of our vibrant city!