



ECONOMIC DEVELOPMENT
GROWTH ENGINE
FOR MEMPHIS & SHELBY COUNTY

JOB DESCRIPTION

TITLE: Manager, Economic Development

LOCATION: Downtown Memphis Office

SUPERVISOR: President/CEO

FLSA STATUS: Exempt

EFFECTIVE DATE: July 1, 2024

ORGANIZATION

The Economic Development Growth Engine Industrial Development Board of the City of Memphis and County of Shelby, TN ("EDGE") is a Tennessee industrial development board created in 2011 under TCA §7-53-101 et seq. EDGE is governed by an 11-member board appointed equally by the City of Memphis and Shelby County, and is a public, non-profit entity that uses property tax abatements, tax increment financing, loans, Foreign-Trade Zone 77, and other tools to spur economic growth. EDGE also manages the Memphis and Shelby Port Commission, owns industrial property, and provides the Economic Gardening program. The EDGE Strategic Plan focuses on: (1) industrial development; (2) the Port of Memphis; (3) neighborhood revitalization; (4) small business growth; and (5) promoting regional collaboration.

JOB SUMMARY

The Manager Economic Development under the authority of the President/CEO manages EDGE efforts to spur job growth and neighborhood revitalization in the City of Memphis and Shelby County. The Manager uses EDGE programs to assist firms looking to locate, expand or start up, and developers looking to invest. The Manager also coordinates efforts with various government agencies, Chambers of Commerce, neighborhood redevelopment groups, and others.

ESSENTIAL DUTIES AND RESPONSIBILITIES/JOB FUNCTIONS

- Identify, analyze and propose new development projects, programs, and collaborations.
- Utilize EDGE programs and assets to assist development opportunities. Activities include: project underwriting; deal structuring; negotiating with applicants, lenders, and others; Board presentations; and assisting in the preparation of all documents required to complete the transaction.
- Maintain expert understanding of all major local, state and national development incentive and assistance programs.
- Coordinate with government agencies; local chambers of commerce; other local and regional development organizations; neighborhood development groups; site selection consultants; business owners and entrepreneurs; and finance, real estate, legal, accounting, and other professionals to assist development projects and improve the development environment in Memphis and Shelby County.
- Assist in the development and implementation of marketing and communication strategies and materials.
- Working with the President, identify, monitor, and report metrics showing the activity and impact of EDGE economic and community development programs.
- Represent EDGE at various meetings and events as assigned by President/CEO

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NON-ESSENTIAL JOB FUNCTIONS

- Conduct outreach visits to existing firms and entrepreneurs in Memphis/Shelby County to provide information on available programs and incentives, and assist with expansion projects.
- As delegated by President/CEO participate on recruiting trips and attend trade shows to develop project leads with national site consultants and corporate executives, in collaboration with local development partners.
- Assist in setting-up spaces for EDGE events.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations that do not cause EDGE undue hardship may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's degree from accredited institution in business, economics, finance, real estate, planning, public policy, or related field. Master's degree preferred. Minimum of seven (7) years of progressive economic and/or community development work experience required, preferably with public-sector organizations. Management experience preferred.

Certifications from the International Economic Development Council, Council of Development Finance Agencies, National Development Council, National Association of Housing and Redevelopment Officials, or other recognized economic and/or community development organizations is desirable. Current standing as a Certified Economic Developer (CEd) and Economic or Housing Development Finance Professional (E/HDFP) is particularly desirable.

Valid driver's license and some travel required.

SKILLS AND ABILITIES

- History of ethical and honest behavior, demonstrating a commitment to integrity, respect, and teamwork in professional and other activities.
- Demonstrated ability to keep sensitive information confidential.
- Strong analytical, problem solving, and negotiation skills.
- Ability to plan, organize, and successfully manage multiple activities simultaneously.
- Exceptional communication skills, oral and written.
- Working knowledge of Microsoft Office.
- Ability to work before and after regular office hours on an as-needed basis.
- Ability to interact effectively with local, state, and federal government officials; large and small business owners; neighborhood redevelopment leaders; bankers and other finance professionals; the commercial and residential real estate community; site selection consultants; and others.

PHYSICAL DEMANDS

Requires the ability to sit for extended periods at a desk and at meetings; some mental pressure meeting deadlines or during meetings and discussions with President/CEO; some local, regional, and

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occasional statewide or national travel; bending, stooping and lifting file boxes, etc., up to 20 pounds; filing; some walking and standing; may spend extended time using a computer.

WORK ENVIRONMENT

Work is conducted in a typical indoor office environment, though visits to and tours of retail, commercial, manufacturing, distribution, medical, educational, and other facilities are a regular part of the work. Outdoor events and programs may also be required. Must be able to travel throughout Shelby County and occasionally to more distant destinations by ground or air.

CANCELLATION OF PREVIOUS AGREEMENTS

The employee and EDGE agree that this job description supersedes and cancels all previous position descriptions, schedules, and arrangements as of its effective date.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTHING CONTAINED IN THIS JOB DESCRIPTION CREATES AN EMPLOYMENT CONTRACT OR IN ANY WAY ALTERS THE EMPLOYEE'S STATUS AS AN EMPLOYEE AT-WILL.

I have received a copy of this job description and have read and understand the duties and responsibilities of this job. I have asked any questions that I may have regarding what is expected of my job performance and I agree to perform the duties and responsibilities of this job to the best of my ability. I understand that I should keep a copy of this job description and should the duties and responsibilities of this job fundamentally change that I am responsible for bringing those changes to my Manager's attention.

Employee Signature

Date

I certify that the duties and responsibilities listed on this job description document cover the fundamental aspects of this job. I certify with my signature that all the information listed on this document is accurate to my full knowledge. I understand that if the duties and responsibilities of this position should fundamentally change, I am responsible for having this job description updated to reflect those changes.

Approved _____
Manager

Date _____

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The above description is intended to describe the general content, identify the essential functions of, and requirements for the performance of this job. It is not construed to be an exhaustive list of duties, responsibilities or requirements.