



Job Description

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TITLE:

Chief Economic Development Officer

REPORTS TO:

President & CEO

DIRECT REPORTS:

Economic Development Specialist (2)
Seasonal Intern(s)

REVISED:

August 8, 2023

SUMMARY OF RESPONSIBILITIES:

Responsibilities fall into four categories:

- Inspire, facilitate, and monitor Downtown economic development, real estate development, and investment.
- Facilitate public policy, program development, and advocacy of the Downtown agenda rooted in research.
- Advance Downtown master planning, urban design, and land use implementation based upon sound economic principles.
- Retain, expand, and attract businesses and development projects that result in the expansion of employment, tax base, and wealth creation.

QUALIFICATION STANDARDS

To perform this job successfully, an individual must have a passion for city living, healthy neighborhoods, and inclusive economic development. Moreover, the individual must be professionally ambitious, independent, and driven to leave positive contributions under the direction of the President & CEO. The successful candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education

Bachelor's Degree in business, finance, urban planning, economic development, real estate, or related field. Master's degree preferred. At the discretion of the President/CEO, experience may be substituted for education.

JOB DESCRIPTION (Continued)**POSITION TITLE:** Chief Economic Development Officer**PAGE 2****Experience**

At least five years of experience in one of the fields listed above demonstrating strong analytical, deal-making, leadership, and relationship-building skills.

Superior expertise in commercial real estate development, master planning, urban design/architecture, and land use

Knowledgeable of the principles of transportation and transit planning.

Mastery of economic/business development principles and application, including business attraction, workforce development, and economic development marketing

Strong financial analysis skills and experience. Experience in developing creative financing packages and a proven track record.

High standards of personal and professional integrity and trustworthiness.

Excellent communication skills and the ability to work effectively with and rally support from a diverse constituency of public officials, business leaders, the media, and other stakeholders.

Ability to collaborate and work as a member of a highly progressive, motivated, and collegial team.

Proven experience in the use and application of analytics to influence investment decisions, program design, marketing strategies, and public policy. Must be comfortable using/managing a broad range of tools including but not limited to the following: Smith Travel Research, CoStar, U.S. Census on the Map, pedestrian counts, and more that results in the brand recognition of the DDD as the “go to” organization for all Downtown New Orleans information.

Experience managing and motivating other team members and efficiently assigning financial resources in the pursuit of excellence.

Knowledge of the challenges and pitfalls of urban development and the strategies to overcome them.

JOB DESCRIPTION (Continued)**POSITION TITLE:** Chief Economic Development Officer**PAGE 3****ESSENTIAL DUTIES**

Essential duties and responsibilities include, but are not limited to, the following:

Prepare annual Economic Development Department budget, workplan, and performance metrics.

Manage and direct activities of the economic development team.

Develop, direct, and supervise DDD's economic development strategy with a laser focus on "broadening the tent" and wealth creation for the citizens and businesses of New Orleans to enhance the economic health and vitality of the city; develop, recommend, and implement short and long-range economic revitalization strategies for the district; develop and manage programs to recruit and retain businesses and aid businesses seeking expansion.

Implement Canal Street Development Strategy, including the development of major catalytic projects, rejuvenation of the retail and entertainment environment, upper floor redevelopment, and public improvements.

Facilitate commercial property development, functioning as a liaison between the development team, the City of New Orleans, and other parties that result in resilient, adaptive, and new commercial and residential development.

Implement marketing, incentive programs, workforce development, and real estate and capital improvement financing with internal DDD department and external partner agencies as necessary.

Oversee collection, analysis, and dissemination of economic and real estate data, including the production of Quarterly Downtown New Orleans Market Reports.

Design creative program incentive packages, as necessary, to retain, expand and attract businesses and/or facilitate commercial development in collaboration with regional economic development partner agencies and government.

Ensure DDD representation at events/programs organized by the New Orleans Chamber of Commerce, Greater New Orleans, Inc, New Orleans Business Alliance, and other relevant economic development entities.

Work with other DDD team members and outside agencies to ensure enforcement of existing legislation, ordinances, codes, etc., which regulate Downtown properties and recommend revision of same in the interest of providing a better climate for economic development.

Work with other DDD team members and other agencies to plan and implement public infrastructure improvements supporting economic development.

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Liaise with anchor institutions, including Tulane University, Louisiana State University, and more.

Administer grant programs and other special funding for planning and other critical DDD programs as both a grantee and grantor.

Monitor and measure the success of DDD economic development programs; communicate this to stakeholders; and alter programs on an ongoing basis to improve performance through performance metrics.

Perform other related duties as assigned.

SUPPORTIVE DUTIES & RESPONSIBILITIES

Work with DDD Departments to identify problems with existing laws that regulate development and business Downtown and devise solutions to address shortcomings.

Occasionally direct the activities of the District in the absence of the President.

Assist the President by temporarily assuming leadership of one or more of the various District departments during managerial absences.

Assist the President by serving as the “voice” of the DDD to the public and representatives of the media.

KNOWLEDGE, SKILLS, AND ABILITIES

The individual must possess the following knowledge, skills, and abilities and be able to explain and demonstrate that he or she can perform the essential duties of the position, with or without reasonable accommodation, using some combination of knowledge, skills, and abilities:

- Superior communications skills, including listening comprehension, oral and technical writing.
- Ability to read the English language to fully comprehend work requests, caution notices, and similar written materials.
- Ability to accurately type at least 25 wpm.
- Ability to prepare and analyze data, figures, and transcriptions prepared on and generated by computer.

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- Ability to work with fingers to pick, pinch, type, and carry out substantial movements (motions) of the wrists and hands as requested.
- Ability to perceive the nature of sound with or without a correction. Ability to receive detailed information through oral communication and make fine discriminations in sound.
- Must be able to physically travel the district without impediment to monitor physical and economic conditions throughout the district.
- Ability to exert up to 10 lbs. of force occasionally and/or a negligible amount of force to frequently or constantly lift, carry, push, pull, or otherwise move objects, including the human body; sitting most of the time; walking and standing are occasionally required.

The Chief Economic Development Officer Position salary range is \$90,000 - \$115,000 commensurate with applicable skills and demonstrated experience. Competitive benefits package includes medical, dental, and vision insurance, 457(b) retirement plan, short- and long-term disability, as well as generous paid time off.

To Apply

Interested candidates should send a cover letter and resume, as one PDF attachment, to the attention of Stuart Taylor at staylor@downtownnola.com with Chief Economic Development Position in the subject line.