

Midcoast Regional Redevelopment Authority

Position Description

Position Title: Deputy Director, Innovation & Development

Reports To: Executive Director, Midcoast Regional Redevelopment Authority

General Summary

Under the general direction of the Executive Director of the Midcoast Regional Redevelopment Authority, the Deputy Director of Innovation and Development performs work of significant difficulty in proactively working with businesses to locate at Brunswick Landing. The Deputy Director will provide customer driven, problem solving, professional economic development advice to businesses interested in locating at Brunswick Landing. The Deputy Director will provide businesses expert advice on business development financing including, but not limited to, traditional bank loans, industrial development revenue bond financing, equity and angel financing, loan guarantee programs, Economic Development Administration grants, Small Cities Community Development Block Grant loans and grants, New Market Tax Credit program financing, Maine Rural Development loan financing, Department of Agriculture Rural Cooperative Development grants and Pine Tree Zone tax benefits. The Deputy Director will also assist the business with the site plan, subdivision and/or state site location of development review and permitting process and serve as an advocate for economic development in line with the Reuse Master Plan and development goals established by the Board. The Deputy Director will act as the project manager for various projects that are located on the Brunswick Landing campus and are centered around implementation of the Reuse Master Plan.

Essential Job Functions:

- ❑ Pro-actively direct and pursue economic development initiatives to attract and retain businesses in the targeted industries and clusters identified in the Reuse Master Plan for NASB.
- ❑ Act as MRRA's economic development strategist and provide assistance in the development of short and long-term economic development plans, as well as the gathering of information and preparation of studies, reports and recommendations to achieve such goals. This will involve the preparation and maintenance of information regarding utilities, taxes, zoning, transportation, community services, financing tools and incentives, in order to respond to requests for information for economic development purposes, and coordination with agencies as needed.
- ❑ Provide customer driven, problem solving, professional economic development and business financing expert advice. Assist in the application and permitting process, and serve as an advocate for economic development at Brunswick Landing.

- ❑ Promote Brunswick Landing, including the sale or lease of land or buildings and the orderly development of projects.
- ❑ Maintain a positive working relationship with various local, state and federal agencies and coordinate projects with agencies as deemed necessary and appropriate, i.e. EDA, Dept of Agriculture and HUD on the federal level and the Department of Economic and Community Development at the State level and the respective planning staff and code enforcement offices for the Towns of Brunswick and Topsham.
- ❑ Provide information, and or make presentations to civic groups, business organizations, and the general public regarding economic development issues, opportunities at Brunswick Landing along with our programs, services, and plans.
- ❑ Identify the existing inventory of available buildings and development sites at Brunswick Landing.
- ❑ Prepare grant proposals and applications, contracts and other necessary documents as required to promote economic development, business growth, expansion or relocation and the administration of same.
- ❑ Assist with negotiations and the management of professional service contracts, property sales or acquisition and economic development-oriented negotiations as assigned.
- ❑ Formulate and implement marketing and business attraction strategies for MRRRA.
- ❑ Coordinate the development and processing of economic development financing tools.
- ❑ Assist in the development and writing of community development grant opportunities to enhance infrastructure that will enhance the interest of existing and prospective businesses at Brunswick Landing.
- ❑ Serve as a member of economic development groups or task forces that promote economic and community development as deemed necessary and appropriate. This position will coordinate and cooperate with regional economic groups, the Bath/Brunswick Chamber of Commerce and localized economic development group's.
- ❑ Monitor and report on legislation and regulations relating to economic development.
- ❑ Maintain strong working relationships with the general public, area businesses, tenants, clients, the media and others.
- ❑ Provide additional support to Executive Director as needed and assigned by the Executive Director which may not be strictly tied to a specific economic development matter.
- ❑ Attend professional development workshops and conferences to keep abreast of trends and developments in the field of economic development and to represent the MRRRA on matters related to economic development.
- ❑ Must have an ability to be a team player and work closely with all MRRRA staff.

Qualifications

Knowledge of:

- Comprehensive knowledge of business development, factors affecting business and community vitality and community and economic development.
- Strong knowledge of business financing.
- Working knowledge of municipal zoning in infrastructure and planning programs and processes.

Ability to:

- Ability to write and manage grants.
- Ability to communicate effectively to groups and individuals, state and federal agency representatives and legislative bodies, engineers, architects, contractors, developers, businesses, supervisors, employees and the general public.
- Ability to establish working relationships with other organizations in economic development practitioners.
- Ability to prepare and analyze detailed and sophisticated financial reports of data and have the skill in the operation of necessary tools and equipment such as computers, word processing, spreadsheet software and general office equipment.
- Must have a valid driver's license, a clean criminal record, and have the physical ability to travel routinely and to make site visits which may require walking through undeveloped areas.

Education:

Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities listed above. Minimum qualifications include graduation from a four-year college or university, preferably with specialization in business administration, finance, economics or community development or a related field, or any equivalent combination of experience and training. Masters degree in related field preferred.

Experience:

Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities listed above. Normally, eight (8) years of executive or administrative experience including at least three (3) years of program development level.

Other Requirements:

- Must have a valid driver's license and ability to possess a valid Maine's Class C driver's license.
- A clean criminal record.

Supervisory Responsibility

May be required to supervise other professional staff, which could include permanent part-time or full-time staff, volunteers or student interns in accordance with MRRRA's policies and applicable laws. May assist in interviewing, hiring recommendations, and training, planning, and assigning work.

Fair Labor Standards Determination

Exempt

Working Conditions/Physical Demands

Normal office environment. Minimal physical effort required; normally seated with freedom of movement on a regular basis, operating office machines and handling light materials and supplies. Regularly operates a desktop computer, requiring hand-eye coordination and finger dexterity; and routinely communicates face-to-face and on the telephone. Must also have the physical ability to travel routinely and to make site visits which require walking through undeveloped areas.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.