



## DIRECTOR OF ECONOMIC DEVELOPMENT & COMMERCIAL LEASING JOB DESCRIPTION

---

### **Agency Description:**

IMPACCT Brooklyn is a dynamic neighborhood-based organization. We combine community organizing tenant and homeowner services, affordable housing development and management, and economic development to improve Brooklyn.

---

### **Job Description:**

The Director of Economic Development navigates various tasks, stakeholder dynamics and relationships, build and maintain strategic partnerships, and continue to build and expand on the positive impact with merchant organizing and small business advocacy. The Director of Economic Development works with and on behalf of a broad population base including property owners, local businesses, residents, City and State government officials and agencies, elected officials, neighborhood organizations and non-profit partners. This position reports to the Chief Program Officer.

### **DUTIES & RESPONSIBILITIES**

- Organize the creation of Merchant Associations and Business Improvement Districts
- Actively engage businesses through one on one counseling, outreach and recommendation from our partners
- Identify and address the needs of individual businesses in the communities we serve
- Create surveys, address needs and implement solutions for small business issues
- Assist in the provision of comprehensive technical assistance to small businesses
- Maintain an active database of businesses, property owners, and residents located in the communities we serve
- Collaborate on the development and implementation of marketing and public relations strategies, materials, website, social media and other for merchant associations
- Collaborate with merchants, neighborhood associations and other neighborhood stakeholders to strategically plan and implement events and programs throughout the commercial corridors we serve
- Board member and advisor of Business Improvement Districts (BID)
- Board member and advisor of Merchant and Neighborhood Associations
- Engage pro bono partnerships for the negotiation of commercial leases and resolution of lease disputes, workshop education and any resources needed to serve our small businesses
- Create, organize and support existing businesses, Merchant and Neighborhood Associations
- Create and manage an Entrepreneurship Program, IMPACCT's signature small business technical assistance and retail attraction program
- Create and teach small business workshops to help entrepreneurs achieve their goals to open or expand a business
- Help entrepreneurs gain access to small business loans and other financing products
- Research potential businesses and inquire about their desires to expand
- Negotiate deals and create contracts between contractors and commercial tenants
- Manage correspondences, mailings and meetings related to retail attraction project
- Source foundation and government funding
- Manage budgets and reporting documents for city and state funding agencies
- Set and meet appropriate fundraising goals as determined by budget objectives

- Oversee IMPACCT Brooklyn commercial properties through
- Managing Master leases for mixed used properties
- Managing all aspects of commercial tenants required lease payments
- Managing lease negotiations and renewals
- Oversee mediation, collections, and evictions
- Oversee property management for our commercial tenants

**REQUIREMENTS**

- Bachelor’s Degree in a related economic development or business field and five years substantial experience in planning, economic and/or community development, business or related field OR equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Experience managing projects and people in a nonprofit, public agency or private company.
- Direct experience developing close working relationships with governmental groups at the local, state and federal level, and constituents/stakeholders which might include elected officials, board of directors, employees and other business and community support organizations.

**SUPERVISORY RESPONSIBILITY**

Direct supervision of Program Manager and coordinator

**WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such phones, photocopiers, filing cabinets and fax machines.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. The employee is often required to stand or walk for extended periods of time. Prolonged periods of sitting at a desk and working on a computer. The ability to cope with and tolerate moderate levels of stress is also a necessity. The employee may occasionally lift and/or move up to 25 pounds. The employee may be required to travel to other facilities.

**POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time non-exempt position, office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. and evenings as necessary. Flexible schedule considered. Travel is primarily local during the business day, although some out-of-the-area travel may be expected.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Executive Director: \_\_\_\_\_ HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_