

Lumber City Development Corporation
500 Wheatfield Street
North Tonawanda, NY 14120

Position: *Planning & Development Specialist*

Overview:

Lumber City Development Corporation (LCDC) is the economic development agency for the City of North Tonawanda. The LCDC has initiated an economic development strategy for the City including the redevelopment of downtown and the urban core, assisting new and expanding businesses, and implementing City-wide community development projects. To undertake these activities, LCDC is seeking qualified applicants for the position of Planning and Development Specialist.

This full-time professional position is responsible for the management, planning, and coordination of economic development activities for the LCDC and the City of North Tonawanda. This position reports directly to the LCDC Executive Director and the LCDC Board of Directors.

Visit: www.lumbercitydc.com for more information.

Job Duties:

- 1) Plan and manage community and economic development activities in the City of North Tonawanda. Administer programs and projects as initiated by the LCDC Board of Directors.
- 2) Develop and maintain an excellent working relationships with local businesses, potential new businesses, North Tonawanda City officials, LCDC Board Members, regional economic development agencies, and other local partners and community groups.
- 3) Provide expansion, site selection, and business planning assistance to local businesses and real estate development projects.
- 4) Research grant opportunities and prepare grant applications as needed. Manage and administer multiple grant-funded projects including CDBG Economic Development small business programs, foundation grants, Downtown Revitalization Initiative (DRI) and other state and locally funded programs.
- 5) Develop and implement LCDC marketing activities including managing on-line content such as social media and website.
- 6) Represent LCDC at business meetings, networking events, and regional development events, as well as coordination of projects with key community stakeholders.
- 7) Prepare reports and give presentations on local development activity.
- 8) Attend LCDC Board and Committee meetings on a monthly basis.
- 9) Perform all other duties as assigned.

Qualifications:

The preferred candidate will demonstrate strong written and verbal communication skills, data and financial analysis skills, good organizational skills, the ability to work independently, and a strong desire to make a positive impact on a community in a fast-paced environment.

At minimum, the preferred candidate will have a Master's degree from an accredited college or university in Urban Planning, Business Administration, Real Estate Development, or a related field along with one to three years' experience in planning, economic development, real estate, commercial finance, business marketing, or a related field.

Interested candidates may submit a resume, cover letter and writing sample to Lumber City Development Corporation, 500 Wheatfield Street, North Tonawanda NY 14120 or electronically to **Administrative Assistant, Alecia Zimmerman at AZimmerman@lumbercitydc.com**

Please include "Planning & Development Specialist" in the subject line.

Salary will be commensurate with experience.

Generous benefits package includes health insurance and Simple IRA plan with an employer match.

Hours:

Monday- Friday, 9am-5 pm (summer hours: 8:30 am- 4:30 pm)

40-50 hours per week.

Occasional evening meetings .

In office attendance required.

Resumes should be submitted no later than January 28th, 2022