

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

Position: *Planning & Development Manager*

Overview:

Lumber City Development Corporation (LCDC) is the economic development agency for the City of North Tonawanda since 2004.

As a 501C3 organization, our mission is to undertake planning and implementation of programs, projects, and activities designed to create or stimulate economic and community development in the City of North Tonawanda. LCDC's primary mission includes creating employment opportunities, increasing the property tax base, encouraging and fostering entrepreneurship, strengthen and expand existing businesses, stimulating tourism growth, revitalizing commercial corridors, bring new businesses to the City, and encourage the development and maintenance of municipal infrastructure, recreational facilities, and services that support residents and businesses.

LCDC provides a variety of services to both new and expanding North Tonawanda businesses through direct business assistance (grants/loans), site selection assistance, coordination of State and County incentives, as well as implementation of a robust revitalization strategy for the City focused on Downtown, the waterfront, and Oliver Street.

To undertake these activities, LCDC is seeking qualified applicants for the position of Planning and Development Manager. 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 multiple community and economic development activities in the City of North Tonawanda. Administer programs and projects as initiated by the LCDC Board of Directors and Executive Director.
- 2) Research grant opportunities and prepare grant applications as needed. Manage and administer multiple grant-funded projects including CDBG Economic Development small business programs, CDBG Microenterprise program, foundation grants, façade grants, housing rehabilitation grants, and other state and locally funded programs.
- 3) Assist with the implementation of the Downtown Revitalization Initiative (DRI), which is \$10 Million from New York State to revitalize Downtown NT.

- 4) Develop and maintain 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 stakeholders.
- 5) Provide expansion, site selection, and business planning assistance to local businesses and real estate development projects.
- 6) Develop and implement LCDC marketing activities including managing on-line content such as social media and website.
- 7) Represent LCDC at business meetings, networking events, and regional development events, as well as coordination of projects with key community stakeholders.
- 8) Prepare reports and give presentations on local development activity.
- 9) Attend LCDC Board and Committee meetings on a monthly basis.
- 10) 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 two 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 Executive Director Laura Wilson at LWilson@lumbercitydc.com.

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

Salary: \$47,000-\$50,000

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.