

Job Opportunity
City of Cambridge

Economic Development Specialist

Rate **\$86,541- \$114,897 annually**

Additional Work Hours Information:

Flexibility to work nights and weekends for community meetings and events, as needed.

Number of Hours Per Week:

37.5

Union Affiliation:

None

of openings:

1

Type of Employment:

Regular

Civil Service Type:

None

AGENCY DESCRIPTION: The Community Development Department (CDD) is the planning agency for the City of Cambridge. Our mission is to foster a livable, sustainable, just, and equitable community. CDD has four divisions: Economic Opportunity & Development, Community Planning, Zoning & Development, and Transportation Planning. Together, we engage and collaborate with community partners, other government agencies, businesses, and residents to make Cambridge a desirable place to live, work, learn, play, and innovate.

DUTIES AND RESPONSIBILITIES: The City of Cambridge cares deeply about supporting businesses and entrepreneurship and providing economic opportunity to its residents. Under the direction of the Director of Economic Opportunity and Development, the Business Development Specialist is responsible for development and execution of services aimed at two sectors: 1) small retail, restaurant, and service-based businesses and 2) emerging industry sectors such as clean technology, AI, and biotechnology. The Specialist will work closely with other division staff to advance efforts to support businesses of all types, and will work regularly with businesses owners, residents, property owners, industry organizations, and startups.

Primary responsibilities include:

- Manage, create, and promote the Division's Community Development Block Grant (CDBG) funded small business grant and technical assistance programs, including, but not limited

to: Small Business Enhancement, workshops, workforce training programs, and other programs based on community need.

- Work with colleagues to manage and develop programs, conduct outreach, develop contracts; work with sub-recipient contractors and businesses to carry out programs and administer grant funds.
- Engage with current and potential program clients and service providers, including conducting outreach.
- Compile and analyze CDBG program data to assess outcomes and improve programs.
- Provide one-on-one counseling with entrepreneurs and small business owners interested in starting or growing their businesses.
- Assist the division's efforts that support life science, clean energy, and AI/technology startup efforts. This will include attending company and regional recruitment meetings and conferences, and working with a variety of stakeholders to find ways to bring in and retain this ecosystem.
- Provide support for other department and division initiatives and perform other duties as required.

MINIMUM REQUIREMENTS:

The Business Development Specialist should be a self-motivated, detail-oriented professional who is ready to work as part of a team to support Cambridge's diverse businesses and the growth of an innovative local economy. We seek candidates with a strong commitment to equity and respect, both in the provision of services and in the workplace.

Education & Experience:

- Bachelor's degree with 7 years of experience in planning, public policy, public administration, or similar professional experience. A master's degree in planning, public policy, public administration, or closely related field, may be substituted for 2 years of experience.
- Strong community engagement and consensus-building experience, especially involving stakeholders from diverse backgrounds and with diverse interests and opinions; demonstrated ability to relate to the public and co-workers in a positive manner.

Knowledge, Skills, and Abilities:

- Familiarity and/or working knowledge of federal grant program administration.
- A genuine desire to study challenging and current issues in economic and community development, especially around business recruitment and retention programs.

- Excellent presentation and communication skills, both written and oral.
- Ability to communicate with a diverse range of CDD staff, other City employees, volunteer board/committee members, elected officials, and members of the public in a courteous and professional manner.
- Ability to develop, research, analyze, interpret, and communicate written program guidance, requirements, and regulations.
- Strong project management and consultant management skills; strong organizational and time management skills, and attention to details.
- High level of motivation; ability to research and evaluate information for use in analysis and planning.
- Overall computer proficiency including general office applications (Microsoft Office suite) and advanced applications (e.g., Adobe Acrobat, CRM).
- Ability to prioritize workloads, multitask and meet deadlines while working in a fast-paced environment.
- The City of Cambridge's workforce, like the community it serves, is diverse. Applicants must have the ability to work and interact effectively with individuals and groups with a variety of identities, cultures, backgrounds, and ideologies.

PREFERRED QUALIFICATIONS:

- Knowledge of Cambridge community

PHYSICAL DEMANDS: Ability to access, input and retrieve information from a computer. Ability to answer phones and maintain multiple files and able to lift a minimum of at least 10 pounds. Ability to travel throughout the City of Cambridge to various meetings, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT: Standard office environment. Fluorescent lighting and air conditioning. Moderate noise level. **Please note, City of Cambridge employees are fully working on-site.** This position may be eligible for hybrid work under the City's Telework Policy.

BENEFITS SUMMARY:

- Competitive health, dental, and vision insurance
- Vacation and Sick leave eligible

- Sick Incentive Pay Eligible
- 3 Personal days
- 14 Paid Holidays
- Management Allowance, \$2,700/year
- Discounted MBTA monthly pass, Bluebikes membership and EZRide Shuttle pass

Application Instructions:

Please complete your job application online by visiting the following link:

<https://phe.tbe.taleo.net/phe02/ats/careers/v2/viewRequisition?org=CAMBRIDGEMA&cws=37&rid=992> by the job posting closing date of **September 9, 2024**