

## **Economic Development Specialist Milwaukee, WI**

### **JOB DESCRIPTION**

*Milwaukee Downtown's Mission: We lead and inspire believers in Milwaukee to engage in efforts that build downtown as the thriving, sustainable, innovative and vibrant heart of the community.*

**Summary:** The Economic Development Specialist for Milwaukee Downtown, BID #21 will be responsible for retention and expansion of existing tenants; and identification and attraction of new office and retail tenants to downtown Milwaukee based on the Five Year Strategic Plan developed by our stakeholders and board of directors. The Economic Development Specialist will have the credentials and capability to implement our economic growth objectives. This position will interface between other economic development agencies, prospective tenants, property owners or their representatives to achieve the goal of increased occupancy, jobs and tax base in downtown Milwaukee.

**Reporting Relationships:** The Economic Development Specialist will implement objectives on behalf of the Milwaukee Downtown Economic Development Committee

- Reports to the Milwaukee Downtown, BID #21 Executive Director
- Full Time Position
- Travel required

#### **Essential Functions:**

- Strong links to potential market leads with the ability to "get in the door"
- Initiate planning strategies, research and ongoing marketing and communications in order to champion the recruitment of businesses to downtown Milwaukee
- Be knowledgeable, passionate and informed of opportunities available in order to highlight the advantages of a downtown Milwaukee location and the characteristics of specific locations in the downtown area.
- Serve as the point of contact for information, options and referrals between building owners, real estate representatives and prospective tenants.
- Create a portal of information and a flexible prospective tenant package that may be tailored for lead tenants and brokers
- Gather and maintain current market data – responsible for ongoing maintenance of a property database, market analysis and a tenant prospect list
- Work with prospective tenants from initial contact through relocation or expansion
- Work on existing tenant retention
- Identify existing state, city and county incentives and potential new initiatives for implementation
- Build strong relationships with property owners, brokers, City of Milwaukee officials, Milwaukee County officials and other economic development partners to achieve growth downtown
- Thoroughly understand the BID #21 Five Year Strategy and the objectives and goals of the City of Milwaukee and Milwaukee County as it relates to economic development downtown

#### **Qualifications:**

##### Skills / Experience

- A minimum of seven years of progressive experience in economic development or related experience
- Strong knowledge and skills in working on economic development principals, market research and data collection and management

- Market awareness and credibility that allows for key relationship building
- Excellent writing and verbal communications skills
- Excellent interpersonal skills, including the ability to build relationships, build support among stakeholders, listen and provide assistance
- Coalition-building skills, including the ability to motivate, negotiate, and persuade stakeholders into a course of action

Qualities

- Track record exhibiting a reliable, strong work ethic and team attitude
- Self-manager
- Positive, "can do" approach
- Outgoing, friendly personality
- Consensus Builder
- Ability to take action quickly and effectively
- Creativity, innovative implementation skills, problem solving
- Live in the general vicinity of downtown Milwaukee and/or have an intimate knowledge of the area.
- Already well-networked and committed to Milwaukee and/or the region

Send resume, three professional references and a cover letter EXPLAINING WHY YOU ARE THE RIGHT CANDIDATE TO:

Beth Nicols  
Milwaukee Downtown, BID #21  
600 East Wells Street  
Milwaukee, WI 53202

Or fax to:

414-220-4710

Or email to:

[Bethn@milwaukeedowntown.com](mailto:Bethn@milwaukeedowntown.com)