

Los Angeles Mission, Inc.
Job Description

Job Title: Director of Economic Development
Department: Ministry & Business Development (MBD)
Reports To: Senior Vice President of Ministry & Business Development
FLSA Status: Regular, Full Time Non-Exempt
Grade Level:
Prepared By: Human Resources
Prepared Date: Revised June 2021

SUMMARY:

Demonstrate Christ-like behavior and attitude in all duties and responsibilities. Serves as Director of Economic development supporting and reporting to Senior Vice-President of Ministry and Business Development. Maintains a favorable public image for the Mission by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

The Director of Economic and Business Development, is responsible for overseeing the implementation of business objectives for the Los Angeles Mission and develop strategic partnerships to promote the economic opportunities within the community. Under the guidance of the SVP assume management responsibilities for all services and activities of economic development including attracting increased capital investments and expanding and diversifying employment opportunities; establishes and maintains a private/public partnership for positive long-term economic change and implementation of LA Mission's core strategies:

- Support Entrepreneurship Development
- Workforce Development
- Business Retention and Expansion
- Business Recruitment and Marketing

Specifically, the Director will work closely with the ELT to ensure all aspects of the mission are represented with the intention of expanding the economic footprint globally of LAM's Strategic Plan:

Build Internal and External Relationships

- Passionate about the needs of the homeless community.
- Maintain current client relationship and identify areas for new potential clients.
- Contact potential clients to establish a business relationship.
- Develop new partnerships and collaborations for joint ventures.
- Collaborate with marketing and digital branding to ensure mission is properly represented in economic opportunities.
- Collaborate with team members to set and meet expected goals and objectives.
- Strong understanding of the mission's story band and impact in the community, emphasizing on what distinguishes the Los Angeles mission as the best partnership.

- Maintains strong working relationships with the public, area businesses, clients, the media, and others.
- Maintains a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate, i.e., LAHSA, HUD, California Community Development Corporation, Department of Economic and Community Development, California State Planning Office, Regional Planning Commission, and Local and State Housing Authorities.

Identify Business Opportunities:

- Research the latest in the business industry and creating new opportunities to expand the LA Mission global footprint.
- Provides assistance to the SVP in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals.
- Leads the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development, and to represent the interest of the LAM on matters related to economic development.
- Provides professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development in line with the DTLA 2040 Plan.

Direct Strategic Marketing

- Proven track record of raising from 1.5 million to 2.0 million dollars annually.
- Creative thinker to promote the LA Mission and programs within the community and online to improve the LA Mission outreach and awareness.
- Implement improved/efficient systems, policies and materials for all business and development efforts.
- Provides information and/or make presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the public on economic development issues, programs, services, and plans of the LAM.
- Becomes familiar with the existing inventory of available buildings and business and residential development sites within the LA Community. This will include both public and private buildings and land areas.
- Works with the ELT to formulate and implement marketing and business attraction strategies, including familiarity with the goals and objectives outlined in LAM's Strategic Plan.

Develop Proposals and Presentations

- Prepares documents and information for requests for proposals (RFPs), that present new opportunities for business growth and enhanced operations for LAM.

- Prepares grant proposals and applications, contracts and other necessary documents as may be required.
- Assists with negotiation and the management of professional service contracts, property sales or acquisition, and economic development-oriented negotiations, as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree
- 3 - 5 five years of proven experience in business or a related area
- Exceptional communication and presentation skills, both written and verbal, in order to express technical and nontechnical concepts clearly and concisely
- Technical skills required to create proposals and find solutions to meet client requirements, such as using software programs and machines
- Excellent organizational skills to meet goals and set priorities
- Be proactive, organized and handle work under stressful and uncertain environments
- Considerable knowledge of business development, community, and economic development.
- Working knowledge of municipal zoning and infrastructure, and planning programs and processes.
- Ability to communicate effectively to groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees, and the public.
- Ability to establish working relationships with other organizations and economic development practitioners.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B.A.) or equivalent from 4-year college with a concentration in marketing, economics, business administration or similar area and 3-5 years related work experience.

TECHNOLOGY SKILLS:

Computer literacy is required. Must be able to operate Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, Microsoft Excel or other spreadsheets, and internet-based applications and Outlook Web Access with ease. Other business software may be deployed related to job functions.

LANGUAGE SKILLS:

Verbal and written fluency in English. Ability to read, analyze, and interpret common scientific and technical journals financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS:

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to work with mathematical concepts, such as probability and statistical inference. Ability to

apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Able to define problem, collect data establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

LOS ANGELES MISSION EVENTS:

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, color vision and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts high, precarious places, and fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate, sometimes loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LOS ANGELES MISSION IS AN EQUAL OPPORTUNITY EMPLOYER: and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status, except as allowed by federal statute under Title VII of the Federal Civil Rights Act.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approved

Date