



CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

Economic Development Coordinator

Job Code: 000530	
Service Area: City Administrator	
Service Unit: Economic Development	
Salary Grade (Non-Union): 4	Pay Scale (Union): N/A CP: No
Exemption Status: Non-Exempt	
Accountable To: Director of Economic Development	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: Yes	
Telecommuting Eligible: Hybrid	
Responsible for supervising the following positions: N/A	
Description Prepared By J. Giant 7/2025 HR Review – EB, CW 8/5/2025 Legal Review of physical requirements – MR 7/30/2025	

Date Position Description Finalized

8/29/2025

Role Summary

The Economic Development Coordinator supports a wide range of strategic initiatives including development of public-private partnerships, development of housing at all income levels, policy creation, business attraction and retention, and placemaking. The work involves project coordination, research, analysis, and staffing in support of the City's economic development goals. The Economic Development Department plays a critical role in shaping both the physical landscape and the long-term direction of the city, making it highly visible and often subject to public attention. While the Coordinator role is primarily supportive, many projects may generate strong community interest and feedback.

Duties

Duties are performed under the general supervision of the Director of Economic Development and may include the following:

Essential Duties:**Public-Private Partnership Support**

- Assist in identifying, evaluating, and implementing economic development projects, with a focus on real estate development pursued as public-private partnerships (PPPs).
- Support the City's role in these projects by: (i) reviewing development proposals, financials, and agreements; (ii) creating presentations, handouts, or meeting materials (agendas, minutes, etc.); (iii) helping to secure approvals and incentives; and (iv) coordinating with private-sector development teams.
- Facilitate internal coordination and cooperation to ensure alignment among City staff and project partners.
- Identify and assess strategic land use opportunities, including real estate acquisitions or dispositions that advance the City's economic development goals; conduct related due diligence.
- Manage third-party consultants and contractors to ensure timely, high-quality completion of projects and studies.
- Track projects and initiatives from inception through completion.

Business and Stakeholder Coordination

- Serve as a liaison to the business community, helping entrepreneurs and small business owners access City resources and navigate development procedures.
- Identify and write grant proposals, both as a lead and in support of other City staff and consultants to secure funding for strategic projects.
- Provide support as needed to facilitate development review processes, particularly for large, high-profile, and/or Department-led projects.
- Prepare materials (handouts, talking points, etc.) for meetings with partners, stakeholders, and prospective developers.
- Coordinate outreach efforts with partners such as Ann Arbor SPARK, the University of Michigan, the Downtown Development Authority, Destination Ann Arbor, business groups, and nonprofits.
- Liaise with City departments, such as Planning, the Ann Arbor Housing Commission, the Office of Sustainability & Innovation, and Communications, to align efforts and contribute to cross-departmental projects.

Messaging, Marketing & Communications

- Contribute to the development of a clear and compelling brand for the City's economic development efforts.
- Create written and visual content to communicate priorities to a range of audiences, including elected/appointed officials, community stakeholders, and the public.
- Maintain and update content on public-facing platforms, including web pages, dashboards, newsletters, and social media.
- Develop success metrics and benchmarks to evaluate and communicate the impact of the department's work.

Applied Research & Analysis

- Collect, analyze, and synthesize data to inform decision-making, including but not limited to demographic, market, and land use trends.
- Conduct targeted research and create reports to support project implementation and policy development, such as incentive benchmarking, feasibility studies, and economic impact summaries.
- Maintain working knowledge of local and state incentives, particularly tax increment financing (TIF) and programs offered by the Michigan Economic Development Corporation (MEDC).
- Maintain and manage databases tracking strategic sites, projects, and business support programs.

Related Work:

- Off-site meetings will often be required, as well as occasional meetings at construction sites. This may require driving to various sites throughout the city.
- Perform other related duties as assigned

Skills and Ability to: (position requirements at entry)

- Collaborate effectively and build strong relationships with both internal teams and external stakeholders.
- Write and edit clearly across a variety of formats, including technical reports, memos, and public-facing communications.
- Conduct thorough research and distill complex information into concise, accessible summaries.
- Stay highly organized and be able to quickly recall accurate, detailed and up-to-date information on multiple concurrent projects.
- Prioritize tasks, manage time efficiently, and set/meet deadlines.
- Demonstrate intellectual curiosity, a drive to improve systems, and the ability to navigate ambiguity and evolving challenges.
- Act with tact and discretion

Equipment

Standard office equipment, PC, fax, copier, calculator, multi-line telephones, printers, scanners, cell phone, and miscellaneous office equipment.

Education, Training and Experience:**Required:**

- Bachelor's degree in public administration, urban planning, economics, business or a related field.
- At least three (3) years of professional experience in economic development or in a field reasonably related to the aforementioned degrees.
- Master's degree in a relevant field, MBA or JD may substitute for professional experience.
- An equivalent combination of education and experience may be considered.

Preferred:

- At least five (5) years of professional experience in economic development or in a related field.
- Knowledge of the principles and terminology of economic development, urban planning, and/or real estate development.
- Knowledge of business operations, conventional business finance, public financial assistance, and commercial / industrial real estate.
- Experience in economic development program design and/or implementation or policy analysis.
- Familiarity with municipal policy and planning processes.
- Familiarity with public incentives (ex. tax increment financing, Brownfields, tax abatement)
- Comfort with graphic design or visualization tools (e.g., Canva, Adobe Illustrator, ArcGIS).
- Experience reviewing, writing, and/or negotiating contracts.
- Ability to use AI to supplement research and writing (but not as substitute for personal abilities).

Licensing Requirements (position requirements at entry): Valid driver's license

Physical Requirements

Positions in this classification may require: driving, reaching, standing, walking, stooping, kneeling, crouching, climbing, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

The incumbent may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces and to safely maneuver in and around construction sites, work areas, natural areas, woodlands, parks and on private property.

Move and lift light objects less than 20 pounds such as mail, files and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.