



## Tiffin-Seneca Economic Partnership

19 W. Market St., Suite C  
Tiffin, Ohio 44883

### Career Opportunity Profile

#### Economic Development Position

Opens: Friday, February 4, 2022

Closes: Friday, March 11, 2022

The hunt is on! We are searching for a great new team member. Are you searching for a new career challenge and opportunity that does not require a specialized degree but will build the skills and education you already have and help you grow? Do you want to belong to an award-winning organization with a great purpose, coaching, flexibility, growth opportunities, and culture? If so, please read on and learn about the newest opportunity. We just might be a great fit for you.



### Basic Information

#### 1. What is the position?

This is a full-time **Economic Development Position** working at TSEP's offices in the renovated historic Grummel-Remmele Block building (1881) in Downtown Tiffin. The official title of the position depends the level of experience and skill level at the time of hiring. Check out all the details in the "Opportunity" section.

- Economic Development Specialist: no significant indirect experience, training, or education.
- Economic Development Coordinator: significant indirect experience, training, or education.
- Economic Development Manager: direct experience, or substantial indirect experience, training, or education.

#### 2. What is the salary?

Given that we are open to people of all experience, education, and training backgrounds, we can not specify a salary range. It very much depends on experience and qualifications.

#### 3. How do I apply?

If, after reading this and checking us out, you are interested in applying, we're thrilled and will be excited to get your materials. To get started, we ask you share two things with us: your experience history and why you're interested in the job. For your experience history, you can submit a resume and/or a link to your LinkedIn profile. For your statement of interest, you can send us a cover letter, email, and/or video to tell us why you'd like to explore this with us. Send them to [tsepsearch@tiffinseneca.org](mailto:tsepsearch@tiffinseneca.org) by 5:00 p.m. EST on Friday, March 11, 2022. That's it. We'll begin reviewing materials as soon as we can and start setting up the first interviews with the team as we go. We will not move to the second stage with anyone until after the opportunity closes.

#### 4. When would I start?

We have three ways to get hired on for the position, what we call "TSEP Tracks."

- **Standard Track:** The standard hiring process would involve someone starting full-time on or around April 4, 2022. Anyone can follow this track.
- **Graduation Track:** This is a special track open to students graduating from college in May. There are two options:
  - **Option A (Start Before):** Starting part-time remote and/or in-person until graduation and then full-time as of June 1.
  - **Option B (Start After):** Starting full-time following graduation, on or around June 1.

- **Flex Track:** This is a non-standard track for individuals with special circumstances. Depending on those circumstances and the requirements of the applicant, we would be willing to consider creating a custom onboarding track and timing.

## The Organization

### 5. Who are we?

The Tiffin-Seneca Economic Partnership (TSEP) is a private, 501c3 (charitable) organization created in 1983 which has been described as a unique “behind-the-scenes organization helping business and government.” The larger collaborative, which we call the “**TSEP Tribe**” is made up not only of professional staff (the team), but also our 70+ members and supporters, 140 volunteers, and many partners. It is this group of hundreds of people and organizations that make TSEP what it is.



Together, we get exciting and important stuff done. At a high level, we:

- **Help Business:** We help entrepreneurs start businesses, and we help companies expand or locate their business here. We help real estate investors buy and improve properties, and we help build industrial parks and spec buildings. We help companies recruit and find workers, and we help students and adults discover great careers.
- **Help Government:** We help governments do strategic planning, design and run programs, develop policy and get funding for important projects. We lead collaborative efforts to make the community a great place to live, work, and run a business, and we are respected and viewed as a go-to organization to by local and regional business, nonprofit and government leaders.
- **Share the Story:** We promote the projects, resources, and events in Downtown Tiffin, Tiffin, and rural Seneca County. We issue 100 press releases every year, and our social media gets over 1 million impressions a year.

### 6. What do we offer?

People want and are asking for more than competitive salaries and benefits in today’s very competitive marketplace for talent. We offer an incredible job experience we call **TSEP Thrive**, which results in both high career satisfaction and work-life balance, where people can truly thrive. This unique job experience has five major components:

- **Purpose:** it doesn’t get much better than impacting the lives of 50,000 people.
- **Coaching:** you get continual feedback, dedicated mentorship, and professional development.
- **Flexibility:** flex time, comp time, flex scheduling, customized work week, PTO, and more.
- **Growth Opportunities:** can grow internally or take portable skills with you when recruited.
- **Culture:** We are a connected, supportive, respectful, fun work family with great culture.



We put together a series of videos and articles to try to explain this difference, this advantage we call TSEP Thrive. Please check them out at [tseptalent.com](https://tseptalent.com).

### 7. How do you explore and learn more?

We will be keeping information on the TSEP Careers section of our website on the status as well as any question we get. We will also be holding several sessions, as well as trying to make ourselves available at local venues. An updated list can be found at [tseptalent.com](https://tseptalent.com).

- Team Meet & Greets:
  - Virtual: 4:00 p.m. on Feb. 14 (Monday)

- In-Person: 4:00 p.m. on Feb. 21 (Monday)
- Chat with the President & CEO:
  - Thursday, Feb. 10 at 7:00 p.m. at the Renaissance at Tiffin (129 S. Washington St.)
  - Friday, Feb. 18 (lunch) at noon at MST Pub in Tiffin (92 Madison St.)
- Annual Meeting
  - Thursday, Feb. 24, 2022. Find out more at [www.tsepevents.com](http://www.tsepevents.com).



Other places to check us out:

- General Website: [tiffinseneca.org](http://tiffinseneca.org) (currently starting a website redesign process)
- Annual Report: [tsepreport.com](http://tsepreport.com)
- Facebook: Tiffin-Seneca Economic Partnership and Downtown Tiffin
- LinkedIn: Tiffin-Seneca Economic Partnership
- Twitter: @TiffinSeneca
- Instagram: @tsep44883

## The Opportunity

### 8. What are we looking for?

We are seeking a great person to join the TSEP work family – someone smart, professional, hard-working, who gets things done, who can work with people, and who wants to make a difference. Please know that no one hired by TSEP had direct experience in the job prior to coming here. We have hired college students planning to graduate, and we have hired people with seven years career experience. Of course, if you have direct experience, we certainly welcome you to apply, we just want potential applicants to know that we will coach and train you.

Specifically for this position, we need someone to focus on traditional “economic development,” or working with industrial, commercial, and residential businesses to invest money and create jobs. It’s an exciting job which involves everything from helping a restaurant interested in coming to down find the right location to convincing a large manufacturer to invest \$20 million and create 100 new, high-paying jobs to do their project here and not somewhere else. It could involve negotiating incentive packages worth millions of dollars or writing a press release on the new residential multi-family housing development.

### 9. Specific Skills

The following are the top 15 skills used in this position (organized by skill category):

- General Skills & Abilities
  - Marketing & Communications
    - Public Speaking & Presentations
    - Writing (Business, Copywriting, Story Writing)
  - Organizational Development
    - Teamwork & Internal Collaboration
  - Personal Development
    - Confidentiality
    - Performance and Results Tracking/Reporting
    - Proactiveness & Initiative
    - Project Management
    - Self-Learning & Learning Agility
    - Time & Workload Management
  - Sales & Relationship Management
    - Customer Service
    - Networking

- Technical Skills & Knowledge
  - Development Areas & Activities
    - Economic Development (Commercial, Industrial, Residential)
  - Information Technology
    - Google Workspace (Gmail, Calendar, Contacts)
    - Microsoft Office Suite (Word, Excel, PowerPoint)
    - Salesforce.com

## 10. Description of Responsibilities

The following are a description of the responsibilities of the position that someone will be expected to grow into over time. It often takes two to three years to learn the ins and outs of the job, depending on experience level.

- Project Facilitation: The Economic Development team member will manage a portfolio of industrial, commercial, and residential development projects, assisting with the following:
  - Site Selection: The Economic Development team member will manage the site selection activities for TSEP, including responding to Request for Proposals (RFPs) issued by JobsOhio and Regional Growth Partnership, helping companies find suitable locations, and providing requested information (e.g., labor, tax rates).
  - Resource Assistance: The Economic Development team member will assist in putting together packages of incentives and other economic development programs for projects and helping companies obtain them, including advocacy with local and state officials and assistance with reporting.
  - Project Promotion: The Economic Development team member will assist in putting together press releases and other communication and marketing, once a positive project decision has been made.
- General Duties
  - Property Database Management: The Economic Development team member will manage our databases of commercial and industrial property, both internally as well as the state/JobsOhio database.
  - JobsOhio, Regional Growth Partnership: The Economic Development team member will be the primary point of contact for JobsOhio and Regional Growth Partnership for projects, programs (e.g., Inclusion Grant), and initiatives (e.g., Business Retention & Expansion visits).
  - Real Estate Development: The Economic Development team member will manage our development of industrial park land and speculative buildings, as well as site certification.
  - Economic Development Committee (EDC): The Economic Development team member will manage the EDC, which usually assists in Real Estate Development and Economic Development Strategic Planning.
  - Event Assistance: Assist, as needed, with the preparation, promotion, and execution of TSEP events, including the Annual Meeting, Downtown Summit, and Holiday Gathering.
  - Board, Executive Committee & Government Reporting: Report out (5 minutes) on economic development activities monthly to the Board or Executive Committee, as well as two to three times a year to Tiffin City Council and Seneca County.
- Program Management: The Economic Development team member will work with city and county officials to assist with the administration of the tax incentive programs for the City of Tiffin (New Jobs Program/Municipal Income Tax Credit, Enterprise Zones, Community Reinvestment Areas, Tax Increment Financing Districts), including (but not limited to) the following:
  - Reporting: The Economic Development team member will work with the County Auditor and the Seneca Regional Planning Commission on Tax Incentive Review Council activities as well as do the reporting for the City of Tiffin to the State of Ohio.
  - Housing Officer: The Economic Development team member will serve as the Housing Officer for the city of Tiffin for purposes of Community Reinvestment Areas (CRAs).

- Professional Development: The Economic Development team member without prior economic development experience will be on the following professional development schedule for the first three to four years. This will vary if the incoming team member has prior economic development experience or the equivalent:
  - Year 1: The Economic Development team member will be expected to participate in NORED (Northwest Ohio Regional Economic Development) activities and Leadership Seneca County.
  - Year 2: The Economic Development team member will be expected to participate in Ohio Economic Development Association (OEDA) activities and take the Ohio Economic Development Basic Course.
  - Year 3-4: The Economic Development team member will be expected to pursue Ohio Certified Economic Developer (OhioCED) status, a program of OEDA and Ohio University.

**11. Other Information**

- Driver's License and Travel: Must have a valid driver's license. Moderate travel and reimbursement by the organization is an expectation of the position.
- Formal Education: A high school diploma or equivalent is required.
- Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Equal Opportunity Statement: TSEP is an equal opportunity employer. Additionally, we are always proactively looking for diversity among our staff, because we believe it strengthens our organization.