



Tiffin-Seneca Economic Partnership

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

Traditional Position Description

Economic Development Position

Opens: Friday, February 4, 2022

Closes: Friday, March 11, 2022

1. How to Apply & Questions

Work history (resumes and/or LinkedIn profile) and statements of interest (cover letters, email letter, and/or video) will be accepted only by email to tsepsearch@tiffinseneca.org until 5:00 p.m. EST on March 11, 2021. If there are any questions regarding this position, please email them to tsepsearch@tiffinseneca.org or feel free to contact Corrina Haynes, Operations Manager (567.804.9384, haynes@tiffinseneca.org).



2. Basic Information

Title:	Economic Development Specialist, Coordinator, or Manager, depending on qualifications and experience.
Hours Per Week:	32-40 (full-time), although there will be times when work is required outside the standard 8:00 a.m. to 5:00 p.m. business hours. Flex time, comp time, and flex scheduling used. This is a salaried (not hourly) position.
Salary:	Depends on qualifications and experience. Annual raises and performance bonuses common.
Benefits:	Paid time off and 10 paid holidays per year (including one flexible day), additional week closure between health insurance (60% paid by employer), vision and dental insurance, retirement match after one year, cell phone and other business-related expense reimbursement, branded clothing allowance.
Reports To:	President & CEO.
Begins Work:	Standard applicants would start on or before April 1, 2022, or as soon as possible thereafter. College graduate applicants would start on or before June 1, 2022 (following graduation); they would also have the option to work part-time starting on or before April 1, 2022.
Location:	One day per week remote option plus additional remote time if circumstances warrant. In-person location in the heart of downtown Tiffin is the restored historic Grummel-Remmele building built in 1881. 96 S. Washington St., Tiffin, OH 44883. Position has private office.

3. Description of Responsibilities

The following is 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.

4. Required Attributes & Skills

The following are required attributes and skills for the position:

- Values & Culture: Must embrace our organizational values of collaboration, innovation, excellence, fairness and inclusion. In addition, the Economic Development Staff must fit in with our team and support our culture.
- Ambassador: Given the high-profile nature of our work, the Economic Development staff, like all members of the TSEP team, must understand they represent both the organization and the community.
- Digital Technology: The Development Manager will be expected to have some familiarity with Microsoft Office suite products (e.g., Word, Excel, PowerPoint) and/or Google Workspace (e.g., Gmail, Calendar).
- Interpersonal & Communication Skills: While the position is a back-office role, there will be significant written and verbal interaction and communication with members and stakeholders. Accordingly, the ideal candidate must also have excellent interpersonal and communication skills and enjoy that.
- Organizational & Multi-Tasking Skills: The Development Manager must be highly organized and able to manage a many different tasks, priorities, projects, emails, and calls.
- Successful Track Record: Whatever the past career or experience of the candidate, we are seeking people have a demonstrated track record of success and measurable results.
- 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.

5. Other Information

- 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, because we believe it strengthens our organization.