

City of Hart

407 S State St. Hart, MI 49420



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## **Economic & Community Development Director**

### **City of Hart, Michigan**

- Salary Range: \$50,000–\$55,000
- Status: Full-Time, Exempt with Benefits
- Reports To: City Manager
- Supports: Hart Economic & Redevelopment Team (HEART) Board and Hart Tax Increment Finance Authority (TIFA) Board

### **POSITION SUMMARY**

Under the general direction of the City Manager and working closely with the Hart Economic & Redevelopment Team (HEART) Board and the Hart Tax Increment Finance Authority (TIFA) Board, the Economic & Community Development Director leads the City's economic development efforts, community development initiatives, strategic placemaking projects, business retention and expansion activities, and key economic programs.

This position manages and administers the City's economic development strategies, related grant activity, business and developer relations, community events portfolio, marketing and branding efforts, and the full administrative responsibilities of the Hart TIFA.

This is a full-time professional position and requires extensive leadership of volunteers, community partners, businesses, developers, and civic stakeholders.

### **ESSENTIAL FUNCTIONS**

#### **Economic Development & Business Support**

- Lead and implement business retention and expansion (BRE) programs, including outreach, needs assessments, and follow-up services.
- Assist with business attraction efforts including responding to RFPs/RFIs, coordinating site visits, facilitating permitting, and supporting redevelopment.
- Maintain up-to-date inventories of available commercial and industrial properties.
- Serve as primary liaison to developers, property owners, and regional/state economic development partners.
- Assist businesses in navigating incentives, grants, permitting, zoning, and workforce programs.
- Prepare Hart Economic & Redevelopment Team (HEART) agendas, packets, minutes, calendars, and required notices.

## **Community Development, Events & Engagement**

- Plan and coordinate the annual community events portfolio for HEART.
- Recruit and support volunteers, sponsors, vendors, and community partners.
- Lead sponsorship development for HEART events.
- Conduct research, prepare grant proposals, manage awarded funds, and track outcomes.
- Maintain communication across web, print, and social media platforms.

## **Marketing, Branding & Communication**

- Support the City's economic development branding and marketing efforts.
- Create and distribute content for websites, newsletters, brochures, and social media.
- Promote Hart's community assets, redevelopment opportunities, and events.

## **ADMINISTRATION OF THE HART TAX INCREMENT FINANCE AUTHORITY (TIFA)**

- Serve as primary staff liaison to the TIFA Board.
- Prepare TIFA agendas, packets, minutes, calendars, and required notices.
- Coordinate implementation of the TIFA Development Plan.
- Develop and monitor TIFA budgets and manage TIFA-funded projects.
- Ensure compliance with PA 57 reporting and transparency requirements.
- Maintain communication with district stakeholders and support capital planning.

## **PLANNING & SPECIAL PROJECTS**

- Collaborate with City departments on infrastructure, redevelopment, placemaking, and planning initiatives.
- Support Planning Commission activities as assigned.
- Prepare reports, presentations, grant applications, and policy recommendations.
- Conduct research and data analysis to support strategic initiatives.

## **REPORTING & ACCOUNTABILITY**

- Prepare monthly, quarterly, and annual reports for the City Manager, HEART, and TIFA.
- Maintain accurate records, contracts, budgets, and documentation.

## **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

### **Knowledge & Competencies**

- Strong understanding of economic development, community development, placemaking, and TIFA operations.
- Experience developing goals, timelines, and project plans.
- Skilled in grant writing, stakeholder relations, project management, and marketing.
- Familiarity with permitting, zoning, budgeting, and municipal operations preferred.

## **Professional & Interpersonal Skills**

- Excellent written and verbal communication.
- Highly organized and able to manage multiple priorities.
- Strong partnership and relationship-building skills.
- Creative, adaptive problem solver with professional demeanor.

## **Technology Skills**

- Proficiency in Microsoft Office and presentation tools.
- Ability to maintain digital content and update websites.

## **Education & Experience**

- Bachelor's degree in Business Administration, Public Administration, Economics, Planning, Management, or related field required.
- Relevant professional experience may be considered in lieu of a degree.
- Experience with TIFAs, DDAs, BRA administration, or PA 57 compliance preferred.

## **Other Requirements**

- Valid Michigan driver's license.
- Ability to work evenings and weekends for events or meetings.

## **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

- Primarily office-based with frequent local travel.
- Occasional lifting, carrying, and event setup.
- Ability to attend external meetings and conferences.

## **HOW TO APPLY**

Please submit a cover letter, resume and a completed employment application to:

**City of Hart  
407 S State St  
Hart, MI 49420**

Or email to:

[lmcauliffe@cityofhart.org](mailto:lmcauliffe@cityofhart.org)

➤ [https://www.cityofhart.org/documents/Application\\_for\\_Employment\\_-\\_fillable\\_3D5mm.pdf](https://www.cityofhart.org/documents/Application_for_Employment_-_fillable_3D5mm.pdf)