



URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: CENTER FOR INNOVATION & ENTREPRENEURSHIP (CIE)

POSITION: BUSINESS EXPANSION & ATTRACTION OFFICER

POSITION SUMMARY

This position is for a Business Expansion & Attraction Officer in the Urban Redevelopment Authority of Pittsburgh's (URA) Center for Innovation and Entrepreneurship. This position is responsible for supporting the overall business attraction strategy for the URA. The Business Expansion & Attraction Officer will work under the URA's Director and Assistant Director of the Center for Innovation and Entrepreneurship to implement business attraction projects and strategies.

EXAMPLES OF REPRESENTATIVE DUTIES

- This position's primary role is liaison to business attraction and expansion opportunities on behalf of the URA and partner stakeholders.
- Assist in the development and maintenance of relationships with businesses looking to expand or locate to the City of Pittsburgh (the "City") through proactive communication, regular follow-up, and coordination.
- Cultivate and maintain cooperative relationships with various stakeholders, including the City of Pittsburgh, Pittsburgh Regional Alliance, InnovatePGH, Allegheny County Economic Development, Governor's Action Team, Partner4Work, local universities, site location consultants, and others to promote business investment in the City of Pittsburgh.
- Assist with the coordination of client visits and due diligence efforts with partner economic development agencies, real estate development professionals, workforce development agencies, and others.
- Work with URA staff and partners to coordinate and execute all aspects of client interactions with the City and follow-up as required.
- Create and maintain a contact database of leads and prospects to be used for reporting and follow-up; including creating a consistent reporting template and strategy.
- Complete market research and compile data on behalf of client companies.
- Collaborate with the communications department in the creation of promotional materials and activities, including proactive initiatives that focus on target sectors.
- Support the creation, execution and implementation of programs, projects and activities that continue to enhance the City's attractiveness to entrepreneurs; including Federal Opportunity Zones, tax incentive programs, and other tools to incent business expansion and attraction to the City of Pittsburgh.
- Coordinate URA participation with the Southwestern PA Commission in the Pennsylvania Department of Community and Economic Development's ENGAGE business calling program.
- Maintain effective communications and relationships between stakeholders and project team members.
- Other duties, as assigned.

QUALIFICATIONS

This position, which is at-will and non-union, requires a Bachelor's Degree (Master's preferred) in Communications, Public Policy, Business, Economic Development, Urban Planning or a related field and/or three (3) years of demonstrated success coordinating meetings, communications and leading projects; experience working with businesses and / or corporate entities; and proven experience interfacing with various stakeholders. Alternative experience and education that meet the minimum requirements will be considered. Excellent organizational skills and communication skills, including verbal, written and public speaking, are required. Market analysis experience desired. Computer proficiency in Microsoft WORD, EXCEL and PUBLISHER and experience with Salesforce or similar software are a plus.

SALARY: \$60,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, sex, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political and or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please email resume and letter of interest to:

**Columbus Brooks,
Director of Human Resources
Urban Redevelopment Authority
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
Phone: 412-255-6655; Fax: 412-255-6617
<mailto:cbrooks@ura.org>**

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