

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: CENTER FOR INNOVATION & ENTREPRENEURSHIP (CIE)

POSITION: BUSINESS EXPANSION & ATTRACTION SPECIALIST

POSITION SUMMARY

This position is for a Business Expansion & Attraction Specialist 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 Specialist will work under the URA's manager of Innovation and Entrepreneurship to implement business attraction projects, communications and marketing programs.

EXAMPLES OF REPRESENTATIVE DUTIES

- Assist in the development and maintenance of relationships with businesses looking to expand or relocate to the City of Pittsburgh (the "City") through proactive communication, periodic follow-up and coordination
- Cultivate and maintain cooperative relationships with various stakeholders to promote business investment in the City; stakeholders to include site selection consultants, professional services firms, company investment representatives, economic development agencies, educational institutions, government partners, and others
- Assist with the coordination of the client and economic development professionals, real estate development professionals, financing executives, and workforce development specialists
- Work with staff and partners to coordinate and execute all aspects of company visits to 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
- Maintain effective communications and relationships between stakeholders and project team members
- Assist with grant applications and reporting related to innovation and entrepreneurship funding.
- Other duties as assigned

QUALIFICATIONS

This position, which is at-will and non-union, requires a Bachelor's Degree (Master's Degree preferred) in Communications, Public Policy or a related field and three (3) years of demonstrated success coordinating meetings, communications, and projects. Other combinations of experience and education that meet the minimum requirements may be substituted. Excellent organizational skills, and communications skills, including verbal, written, and public speaking are a requisite. Market analysis experience is desired. Computer proficiency in Microsoft WORD, EXCEL and PUBLISHER is desired; experience with Salesforce or similar software is a plus.

SALARY

Range: \$50,000 - \$55,000

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

AN APPLICANT MUST BE 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, Human Resources Manager
Urban Redevelopment Authority
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
Phone: 412-255-6655; Fax: 412-225-6617
Email: cbrooks@ura.org**