**Manager, Economic Development and Placemaking**

The purpose of this position is to manage, promote, and support economic development programs and services of the Georgia Municipal Association and the Georgia Cities Foundation, including management of the Georgia Economic Placemaking Collaborative, technical assistance relating to Downtown Development Authorities, Economic Development programs, and the Georgia Cities Foundation Loan Program.

**Essential Responsibilities:**

Plans and manages all marketing, project development, and technical assistance activities regarding the Georgia Placemaking Collaborative and Georgia Forward/Young Gamechangers programs, with input and guidance from Director, the Collaborative’s Planning Committee.

Schedules and conducts periodic meetings of the Collaborative’s Planning Committee to discuss and plan all activities regarding the Collaborative, including all planned Retreats (conferences).

Works closely with GMA’s Conferences & Management Services staff to plan and execute contractual services provided by outside vendors providing meeting facilities, lodging, meals, instruction, and course materials for the Collaborative, including all planned Retreats, Events, and Board meetings.

Prepares application forms, retreat and meeting schedules/agendas/minutes, program materials, and website content for programs.

Makes presentations regarding the Collaborative at city council meetings, downtown development authority meetings, and at various conferences, seminars, and workshops.

Provides marketing, project development, and technical assistance activities as needed regarding the Georgia Placemaking Collaborative program.

Assist with the collection of loan application documentation, coordination with borrowers/DDAs, communication with credit underwriters, and with loan closing preparation.

Assist with internal loan related coordination with other GMA departments including but not limited to Accounting, Legal, and Communications.

Undergo training to assist new loan applicants through entire loan processes.

Assist with the promotion of the program through training events, presentations, GMA events, etc.

Provide presentations on behalf of our work: Loan program, developers to talk through loan project, or meeting/presentation with local officials.

Assist with adding information and updating GCF website.

Assists Director in administration of the Association’s services provided through the Georgia Cities Foundation.

Provides information and technical assistance relating to downtown development issues, such as bylaws, Authorities, methods by which authorities were created, financing tools, creation of a downtown development authority, expansion of downtown development authority boundaries, and Main Street program philosophies.

**Qualifications**

Bachelor's degree in business administration, historic preservation, landscape architecture, public administration, urban planning, or related field (Master’s degree preferred); three years of experience involving administrative work in local government, preferably in downtown or economic development; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

If interested, email mbaggett@gacities.com