



NOW HIRING FOR
ECONOMIC DEVELOPMENT COORDINATOR

Seeking Candidates with Experience in:

Urban Planning, Real Estate Development, Finance, Community Development, or related fields

with a minimum of

Bachelor's degree in relevant program,
1 year of relevant career experience



YOUR ROLE

As the **Economic Development Coordinator with Lancaster City Alliance**, think of yourself as an action agent, driving positive change in the city. You'll be at the nexus of city planning, business cultivation, and community engagement, ensuring that Lancaster not only grows, but thrives. This isn't just about bricks and mortar; it's about weaving the future fabric of Lancaster.

Harness the energy of a city in ascent. Help chart its growth trajectory.

WHY GROW YOUR CAREER IN LANCASTER?

Lancaster, PA isn't just on the map; it's making waves on it. Consistently ranked as one of the best places to live and visit in the U.S., Lancaster city delivers a unique blend: it's a small city packing a big-city punch. It's urban but grounded, historic yet fiercely modern, and above all, it's progressive, dynamic, diverse, and genuinely welcoming. It's the place to be young, raise a family, and age in place, all at once.

- **Historical Meets Hip:** Dive into a cityscape where cutting-edge culture and historic architecture collide.
- **Central Hub:** Positioned perfectly, it's a quick jaunt from Philly, NYC, and Baltimore, yet stands confidently on its own.
- **A Foodie's Paradise:** Delight your palate with a vibrant mix of world cuisines, farm-to-table fare, and some of Pennsylvania's most awarded fine dining.
- **So much to see and do:** Eclectic indie retail shops, world-class arts & culture, and unique entertainment venues create dynamic adventures for people of all ages.

ABOUT US

With an emphasis on community & economic development, Lancaster City Alliance is a non-profit organization that cultivates partnerships to ensure Lancaster is a clean, safe, and vibrant city for all.

OUR VISION

Lancaster City flourishes and everyone shares in its success.

Join the ride, amplify the vibe.

Dive into the role's specifics by exploring the attached Job Description.

Make your first move by sending us your resume with a cover letter to the email below.

We can't wait to hear from you!



LancasterCityAlliance.org



jobs@teamlanc.org



Job Description: Economic Development Coordinator

Position Reports to: Director of Community & Economic Development

About Lancaster City Alliance

Lancaster City Alliance (“LCA”) is a non-profit that cultivates partnerships in the City of Lancaster, Pennsylvania, with business, local communities, the arts, education, non-profits and government to ensure Lancaster is a clean, safe and vibrant City for all. For more information on LCA and the City of Lancaster, please visit lancastercityalliance.org.

Role Overview

The **Economic Development Coordinator** will play a key support role to the Director of Community & Economic Development in advancing economic development and driving positive outcomes in the City of Lancaster by providing direct assistance to the business community, property owners, real estate developers, among others, through the delivery of relevant expertise and vital financial assistance tools. The Economic Development Coordinator will provide critical logistical support for critical data collection and the successful implementation of Lancaster City Alliance’s various economic development programs.

General Responsibilities and Essential Functions

- Directly support the President and Director of Community & Economic Development in the implementation of *Building On Strength*, the Lancaster City Alliance-developed and -led Economic Development Strategic Plan for the City of Lancaster (2015-2030), to include coordination with plan stakeholders and advisory groups and ensuring strategic alignment with *Our Future Lancaster*, the City of Lancaster’s new Comprehensive Plan; management of data collection and measuring of implementation progress; business recruitment, outreach, and retention; supporting the advancement of real estate development projects; and other relevant activities.
- Provide administrative support for the organization’s key economic development programs including the *City Revitalization & Improvement Zone (CRIZ) Program*, *Keystone Innovation Zone (KIZ) Program*, and *Façade Improvement Grant Program* in coordination with the Director of Community & Economic Development.
 - Provide direct administrative support for the CRIZ Program, including processing of application fees, application materials, etc.; assist prospective CRIZ *Small Business Financial Assistance Fund* grant and loan applicants with navigating the application process; draft correspondence to applicants and beneficiaries of CRIZ financial assistance; among other responsibilities.
 - Collaborate with the Community Engagement Manager to manage the Façade Improvement Grant Program, including management and tracking of projects and accounting support to include processing of matching funds and payments to contractors.
 - Under the direction of the Director of Community & Economic Development, manage the Keystone Innovation Zone (KIZ) Program, including recruiting new businesses to participate to grow the program and assist participating businesses with compliance.
- Serve as key liaison on the team providing direct support to small businesses.

- Support small business retention efforts.
- Serve as primary lead working with prospective small businesses looking to locate in the City, working as a liaison between the business and property owners/real estate brokers to find commercial space and coordinating access to financial resources.
- Maintain and frequently update Lancaster City Alliance's existing inventory of property ownership, uses, and vacancies for Downtown and the City's Commercial Hubs.
- Coordinate activities for the organization's advisory and action-oriented groups including, but not limited to, Banker's Briefings, Finance Squad, and City Transportation Roundtables.
- Work with Director of Community & Economic Development and Director of Communications to develop promotional materials for the organization's key economic development programs, including development of written content/narrative.
- Establish, build, and maintain close working relationships with community contacts, business and property owners, commercial real estate brokers, government officials, economic development partner organizations, and others to advance economic development efforts to maintain Lancaster City Alliance's reputation as a "trusted steward."

Experience/Skills Required

- Bachelor's degree in community development, banking/finance, urban planning, economic development, real estate development, and/or a related field. Master's degree a plus.
- At least one year of relevant experience in a relevant or related field.
- Research and data collection/management capabilities.
- Understanding of basic finance and economics principles.
- Ability to communicate complex information/concepts to the general public.
- Strong customer-service orientation.
- Excellent verbal communication and interpersonal skills.
- Thorough knowledge of English grammar, spelling, and punctuation.
- Strong writing skills for correspondence, program marketing materials, and other documents.
- Strong computer skills, particularly Microsoft Word, Excel, PowerPoint, and Outlook.
- Experience in program administration/project management, including planning, budgeting, and marketing a plus.
- Experience working with the government and the general public a plus.
- Spanish-language writing and/or speaking capabilities a plus.
- GIS experience a plus.

Benefits At A Glance

Lancaster City Alliance offers the following benefits to employees:

- Paid Time Off and Paid Holidays
- Health, Dental and Vision Coverage
- Short-Term and Long-Term Disability
- Retirement Savings Account with Company Matching