



**DIRECTOR OF
ECONOMIC DEVELOPMENT
ANN ARBOR, MICHIGAN**



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THE POSITION IN BRIEF

The City of Ann Arbor, Michigan (pop. 123,851) seeks enterprising and experienced candidates for the role of Director of Economic Development. This newly established position will be tasked with building out the Office of Economic Development and taking the lead on placemaking in collaboration with city and community partners. This position is appointed by and reports to the City Administrator and will be an advisor and thought partner to the City Administrator and City Council on policies and approaches to cultivate economic resilience and sustainable, inclusive growth. The salary range is \$140,000-\$180,000, and the City of Ann Arbor offers a hybrid work schedule for this role.

THE CITY

Ann Arbor, or “A2” as it is locally known, is the county seat of Washtenaw County and is situated 40 miles southwest of Detroit and 25 miles from the Detroit Metro Airport (DTW). The community has received [numerous recognitions and awards](#) for its quality of life, including Most Educated City, Walk Friendly Community, Top 100 Best Places to Live, Best Digital City in the U.S., and Tree City USA.

Ann Arbor is most well-known as the home of the University of Michigan, which influences many aspects of the city’s economy and culture. The university’s 45,000 students and thousands of alumni who call Ann Arbor home make the city an attractive hub for research and technology, including companies such as Toyota’s North America Research & Development headquarters, ProQuest, and JSTOR. Attractions such as the Museum of Natural History, the Hands-On Museum, and the Kelsey Museum of Archeology make science and technology accessible and engaging for residents and visitors of all ages.

The city’s proximity to the [Huron River](#) offers an assortment of outdoor recreation activities, including canoeing, kayaking, fishing, boating, and a 104-mile inland paddling trail. Wintertime recreation opportunities include snowshoeing, cross-country skiing, and ice skating. The city earns the nickname “Tree Town” with 159 parks, miles of hiking trails, and the Matthei Botanical Gardens. Nearby communities like Ypsilanti, Chelsea, and Dexter offer even more arts, culture, and recreational attractions to Ann Arbor residents.



DEMOGRAPHICS & RELATED DATA

(Source: [U.S. Census Bureau](#))

Median Age: 27.5 years

Median Household Income: \$69,456

Median Home Value: \$346,800

Race/Ethnicity

69.5% White only

17% Asian only

7.0% Black/African American only

4.6% Hispanic/Latino

4.7% Two or more races

Educational Attainment

High school diploma or higher – 97.6%

Bachelor's degree or higher – 77.3%

Poverty Rate 23.4%

VISION

A unified team, creating and sustaining excellence.

MISSION

To deliver exceptional services that sustain and enhance a vibrant, safe, and diverse community.

CORE VALUES

- We are accountable to the public we serve
- We are committed to the pursuit of excellence in all of our endeavors
- We value our integrity and are completely trustworthy
- We are proper stewards of the public trust and environment
- We work as a team on behalf of our community
- We ensure that we perform all of operations safely





THE CITY ORGANIZATION

The City of Ann Arbor operates under the Council-Manager form of government, with 10 city council members elected from five wards. City council races are partisan, and members serve staggered four-year terms. The Mayor is the presiding officer and a voting member of City Council and is elected every four years in a partisan race concurrent with the state gubernatorial election. City Council meets at 7 p.m. on the first and third Mondays of the month. The City Administrator, who is appointed by and serves at the pleasure of the Mayor and Council, is the head of municipal government operations and is responsible to City Council and residents for the efficient and effective administration of Ann Arbor.

The City has a FY2025 budget of \$607M and 850 full-time equivalent positions across all funds. Ann Arbor adopts a biennial budget with the current budget set through June 30, 2025. Departments are organized into five different service areas: City Administration, Community Services, Financial & Administrative Services, Public Services, and Safety Services. They are overseen by Service Area Administrators who are generally equivalent to Assistant City Administrators.



OFFICE OF ECONOMIC DEVELOPMENT

The Office of Economic Development currently consists of the Director and a vacant Economic Development Coordinator position. The office will not be housed at City Hall but will be located at a temporary site until a new office is constructed. The incumbent should expect to work closely with the City Administrator as they get oriented and build out the economic development function.

The new Director will enter the organization at an opportune time as the City Council has recently adopted a number of policies and resolutions to facilitate placemaking, sustainability, and housing at

all levels. In addition to advising the City Administrator on leveraging these new policy tools, they will begin building relationships with the city's economic development partners, particularly [Ann Arbor SPARK](#), and collaborate with the University of Michigan on the 2050 Growth Plan. Finally, the incumbent should be prepared to step into several efforts already in progress, including the comprehensive planning process and an ongoing economic development deal. This individual will be both an enthusiastic advocate and a project manager, shepherding projects from the initial feasibility review through completion.





IDEAL CANDIDATE

The successful candidate will be a visionary with the experience, skills, and drive to create an Office of Economic Development from the ground up. Candidates who demonstrate a background in municipal economic or community development, advanced education or certification, as well as expertise in best practices related to sustainability and placemaking, will receive highest consideration.

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE

- Negotiation skills and the ability to close complicated deals with positive results in a timely manner.
- General understanding of each of the following areas, with expert understanding in more than one area: business retention and expansion, tax increment financing, land development financing, local government plan review process, real estate transactions, site accumulation process, and various contractual models for transacting interests in real property.
- Familiarity with and commitment to implementing sustainable solutions to lower carbon emissions.
- Familiarity with and commitment to the values and practices of diversity, equity, and inclusion.

MINIMUM QUALIFICATIONS

Bachelor's degree in public or business administration, urban planning, finance, or other related area. Five years of senior management experience in economic development or land development. Master's degree preferred. The city will consider alternative combinations of education and experience as appropriate.

COMPENSATION & BENEFITS

The salary range for this position is \$140,000-\$180,000. In addition to traditional benefits, this position is eligible for Ann Arbor's Executive 401(a) Plan, which offers a 15% fixed contribution and full vesting after two years of service. More information can be found on the [Ann Arbor Human Resources page](#).

Residency within the city of Ann Arbor is not required, and this position is approved for a hybrid work schedule to the extent that it allows the development of strong relationships with community stakeholders.

HOW TO APPLY

Apply at www.GovHRjobs.com with a cover letter, resume, and contact information for five professional references by **November 14, 2024**. Confidential inquiries may be directed to Dele Lowman, MGT Senior Consultant, at (847) 380-3240 x141.

EEO STATEMENT

The City of Ann Arbor is proud of its diverse workforce and its commitment to equal opportunity. We do not discriminate on the basis of a person's actual or perceived race, color, religion, national origin, gender, age, condition of pregnancy, marital status, physical or mental limitation, height, weight, source of income, family responsibility, educational association, sexual orientation, gender identity, or HIV status in any aspect of our hiring or employment process.

