



JOB DESCRIPTION

Title:	Economic Development Coordinator	Department(s):	Community Development
Reports to:	Economic Development Director	Location:	Municipal Building and Innovation Center
FLSA:	Exempt	Pay Grade:	Salary Resolution
Shift:	Day with occasional evenings	Status:	Full-Time
Bargaining Unit:	None	Date:	September 2025

JOB SUMMARY

The Economic Development Coordinator is responsible for providing comprehensive administrative and program support to the Economic Development Director and Community Development Authority (CDA). The position ensures efficient scheduling, meeting preparation, and communication flow while coordinating key aspects of business retention and expansion (BRE), housing programs, redevelopment projects, and funding initiatives. This role combines administrative responsibilities with expanded programmatic duties to advance the City's economic development objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary.

Program Coordination and Support

- Assist in the implementation and tracking of Business Retention and Expansion (BRE) activities, including survey coordination, database management, and follow-up reporting.
- Collect, analyze, and interpret economic and business data to inform program development and decision-making.
- Develop and maintain dashboards, visualizations, and reports to track progress on economic development programs.
- Coordinate with businesses, institutions, and organizations to support partnerships and development initiatives.
- Manage day-to-day activities of City-supported programs such as down payment assistance, leasing initiatives, and redevelopment incentives.
- Oversee intake, processing, and tracking of applications for housing or business support programs, ensuring timely communication and compliance with policies.

Grant and Funding Support

- Research and identify potential grant and funding opportunities from government agencies, private foundations, and corporate partners.
- Prepare, write, and submit grant applications in alignment with organizational goals.

- Track and manage grant reporting requirements, deadlines, and compliance obligations.
- Collaborate with internal and external stakeholders to gather data and narratives needed for competitive grant proposals.

Community Engagement and Outreach

- Coordinate promotional efforts for CDA programs, housing opportunities, and redevelopment projects through marketing, online listings, and outreach events, including assisting with social media and website messaging.
- Provide logistical support for public meetings, workshops, and community engagement initiatives.
- Serve as a point of contact for tenants, program participants, and businesses seeking information about CDA activities.
- Respond to inquiries from residents, employees, and outside organizations, referring complex matters to the Economic Development Director as necessary.

Office Support

- Manage and maintain the Economic Development Director's calendar, including scheduling meetings, coordinating logistics, and prioritizing requests.
- Answer and transfer incoming calls; provide accurate information to the public about CDA and City programs.
- Prepare, proofread, and edit documents including letters, memos, agendas, minutes, presentations, and reports.
- Process mail, order office supplies, and maintain accurate filing and document imaging systems.
- Prepare and distribute CDA meeting materials, attend meetings, take minutes, and post official notices in compliance with Wisconsin open meeting laws.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assist in special projects, research, or other assignments directed by the Economic Development Director.
- Attend professional development opportunities, seminars, and workshops relevant to economic development and program administration.
- Participate in meetings of the Community Development Authority and other boards and civic groups when necessary.

SUPERVISION RECEIVED AND/OR EXERCISED

- Works under the general supervision of the Economic Development Director but is expected to perform job duties independently.
- Exercises judgment in determining procedures and priorities, with work reviewed for results and compliance with policy.
- Does not supervise staff but may coordinate tasks with consultants, volunteers, or interns.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Associate's degree in public administration, business, marketing, or related field required; bachelor's degree preferred.
- Minimum two (2) years of progressively responsible administrative or program coordination experience; experience in economic development or local government preferred.
- Equivalent combinations of education and experience will be considered.

Language Skills

- Ability to compose professional correspondence and public-facing communications.
- Ability to explain City policies, CDA programs, and economic development initiatives to varied audiences.
- Ability to analyze and summarize data for reports and presentations.

Mathematical Skills

- Ability to calculate percentages, fractions, ratios, and interpret basic descriptive statistics.
- Ability to track financial program activity, budgets, and grants with accuracy.

Reasoning Ability

- Ability to work independently, organize work efficiently, and prioritize tasks to meet deadlines.
- Ability to use discretion and judgment when addressing confidential or sensitive issues.
- Ability to exercise creativity and initiative when developing solutions to program needs.

Other Qualifications

- Knowledge of community development, TIF, housing, and redevelopment policies.
- Strong skills in Microsoft Office Suite and database management; experience with Adobe and/or graphic design software desirable.
- Ability to work effectively with elected officials, businesses, developers, and the public.
- Ability to work in a collaborative team environment while also performing independent tasks.
- Valid state driver's license, or ability to obtain one within four (4) months.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit, talk, or hear; occasionally required to walk, handle materials, or reach with hands and arms.
- Specific vision abilities include close vision, ability to adjust focus, and sustain concentration.
- Must occasionally lift or move up to 25 pounds.
- Requires use of standard office equipment including phones, computers, and copy machines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting.
- The noise level is usually moderate.
- May occasionally interact with irate individuals or encounter stressful situations requiring tact and professionalism.

The City of Whitewater is an Equal Employment Opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Supervisor Date

Department Head Date

Human Resources Date

City Manager Date