

The background features a large, faded, light blue circular seal of the City of Duluth. The seal contains an eagle with wings spread, perched atop a shield. The shield is divided into four quadrants with various symbols. The text "CORPORATE SEAL OF THE CITY OF DULUTH" is written around the inner edge of the seal, and the year "1887" is at the bottom.

# DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT

Final Application Date: September 29, 2024





## The Position

The Director of Planning and Economic Development is a key member of the City of Duluth's cross-department senior executive leadership team responsible for bringing together a broad range of resources to drive economic development and foster a healthy, vibrant community.

Specifically, this Director leads the City of Duluth's work on economic development; community planning; housing development; the City's community development block grant programs; oversees the permit services and inspections processes that bring projects to fruition. The Planning and Economic Development Department is staffed by 40 employees and supports several important citizen boards and commissions. The Director reports to the City Administrator of the City.

This position serves a dual, and equally critical, role as the Executive Director of the Duluth Economic Development Authority (DEDA), a seven-member Authority, all of whom are called Commissioners. As the Executive Director, this position will work closely with Commissioners, project staff and Legal to package development deals, assign TIF opportunities, convey property and administer DEDA authorized funding. The Director may delegate the DEDA director position to other staff as appropriate.

This is a tremendously exciting time in the City of Duluth. Growing our commercial tax base is one of Mayor Reinert's Top 5 Priorities and he has set a goal of increasing our population to 90,000 by the 2030 census. We are seeking someone who can provide the strategic vision, leadership and creativity to build upon Duluth's position as one of Minnesota's important regional centers. We are looking to:

- Expand and grow our commercial tax base
- Support, through tangible & specific advocacy, the vision and growth of business in Duluth
- Identify partnership opportunities with private developers, county, state and federal entities and their agencies to leverage City development tools and resources
- Continue our trajectory of record-breaking housing unit development
- Streamline plan reviews and permitting and identify clearer permitting timelines, expectations and process
- Strengthen our strong customer service commitment with planning and community development
- Integrate economic development into everything we do
- Coordinate across departments to bring efficient and effective resources to bear in bringing development opportunities to successful completion.
- Continue to build strong and equitable neighborhoods
- Build upon our 2018 Imagine Duluth Comprehensive Plan and its governing principles

Duluth's economic development is enhanced by: robust health care, higher education & tourism sectors; an integrated transportation network including an international Airport; a thriving industrial shipping port; trans-national rail network and highway system; a culture of entrepreneurship; vibrant neighborhood economic development corridors; an architecturally significant downtown in the process of post-pandemic revitalization, and; a cohesive, mutually supporting economic development community ready to accelerate our collective work and impact.

## The Ideal Candidate

The ideal candidate is a dynamic, strategic leader who thrives in a fast-paced environment with a high degree of administrative independence. Additionally required: a strong and clearly articulated vision for Duluth's economic development; an ability to connect the dots and curiosity to explore conflict and get to an agreement; experience in closing deals; an understanding of the importance of regional economies; a working knowledge of government, public sector and legislative work; understanding how our Imagine Duluth Comprehensive Plan and its Governing Principles help inform development opportunities, and; a demonstrated commitment to building, mentoring and motivating effective work teams. Strengths in interpersonal relationships and collaboration, as well as oral and written communication skills are essential to the success of this position, as is public speaking.

The selected candidate will facilitate meetings with economic development partners, assign project workloads, close deals with projects and developers, support staff in discerning CDBG investments, empower staff by delegating responsibility, interact across departments and be the front face of economic development & planning for the City of Duluth, which will include providing testimony as needed before Councilors, Commissioners and statewide elected officials. This is an incredibly special and exciting time in Duluth and we are seeking a leader who can inspire confidence from both staff and community, advance trust with developers, contractors and stakeholders and build an empowering and positive department culture.

## The Community

The city of Duluth is a major port city in Minnesota and serves as the county seat of Saint Louis County. Duluth has a population of 86,697 and is the fourth largest city in Minnesota. After years of building economic diversity, Duluth is growing into a robust regional economic, medical, aviation, higher education, outdoor recreation and arts center. Duluth has long been recognized as an innovative region that is supported by a wide variety of services and industries, including the largest, farthest inland freshwater port, the Port of Duluth-Superior.

Adjacent to Minnesota's Iron Range, Duluth is a mix of industrial past and mixed industry future. We sit at the corner of Lake Superior and along the St Louis River, with 42 creeks, more than 100 parks and an earnest, hard-working ethic. We're proud to be who we are and where we are. We are a community that takes good care of each other, and our neighbors.

Listed by Washington Post as one of the best 10 great cities in the U.S. for outdoor adventures, Duluth has 9,168 acres of city parkland and over 300 miles of trails – all within city limits. Visitors and residents alike have world-class hiking, biking, birding, leaf peeping and cross-country skiing right outside their doors – with something for every level of physical ability.

Duluth, Minnesota also has a vibrant arts culture and is home to art museums, an opera company, symphony, week-long music festival, a growing film industry, and historic theatre with year-round theater production. Our growing food, craft beer, cider and distillery industry provide a truly world-class experience.

Our private college, community college and state university are assets for continued community growth and economic expansion, and include nationally ranked and national championship sports teams that Duluth loves to rally around.

Duluth, Minnesota, is an exciting and dynamic place to visit, work and play - and an even better city to call home.

# Compensation & Benefits

The annual salary for this position is \$99,310-\$150,420, depending on qualifications and experience. The City of Duluth offers an excellent benefits program that includes, but is not limited to:

## **Work Schedule**

Typical work schedule – 8:00 a.m. to 5:00 p.m. This leadership position will include occasional evening and after hours meetings.

Holidays – 12 fixed per year.

Vacation – Minimum of 23 days per year.

Relocation assistance may be available for selected candidates.

## **Retirement**

Minnesota Public Employees Retirement Association (PERA).

## **Deferred Compensation**

A deferred compensation plan is available at the employee's option.

## **Health Benefits**

The City pays a significant portion of the premium for medical/hospitalization, dental and prescription coverage for employees and dependents. Section 125 (Flexible Spending Account) – employees may participate on a pre-tax basis for daycare and medical expense reimbursement.

## **Life Insurance**

Policy value of \$50,000

# Minimum Qualifications

Required education and work experience includes graduation from an accredited college or university with a degree in Management, Business Administration, Urban Studies, Urban & Regional Planning, Real Estate Development, Public Administration, Civil Engineering, Economic Development, or closely related field and 7-10 years of increasingly responsible professional experience in administration or management, in either municipal government or the private sector, preferably at the department head or higher level.

Please visit [www.duluthmn.gov/human-resources](http://www.duluthmn.gov/human-resources) for additional duties and requirements.

# Application & Selection Process

To be considered, please submit an online application through the City's website by September 29, 2024. Include a resume, cover letter, and proof of education. To view the online job posting [click here](#).

A limited number of the best-qualified candidates, based on the information provided on the application and attachments, will be invited to participate in the selection process. Selection for this position may include a presentation and a panel interview format to establish top candidacy for the final selection.

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**THE CITY OF DULUTH IS AN EQUAL OPPORTUNITY EMPLOYER.**

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