

**Job Title: Planning & Development Manager**

**Reports to: Fostoria Economic Development President**

**Summary:**

Under the direct supervision of the President of Fostoria Economic Development Corporation (FEDC), this position provides plans and programs that help the community and region accommodate business and population growth and revitalize physical facilities within the City of Fostoria. Key areas of responsibility will include retail recruitment, site evaluations and site/building inventory, and housing inventory and development.

**Major Functions:**

* Maintains, either internally or through partners, an inventory of available land for sale or lease and properties for sale or lease to make available sites and spaces to potential developers, businesses, and tenants
* Responsible for diversifying housing availability options in the City through special projects or initiative such as new in-fill housing, land bank housing, and redevelopment of vacant upper floors in the downtown area for residential purposes
* Pro-actively partner with developers/brokers to help grow Fostoria’s retail base
* Responsible for maintaining City’s sites and buildings database
* Organize specific data, such as area demographic data for regular updates
* Identifying funding opportunities for identified projects and working with President of FEDC to secure funding
* Performs related work as assigned

**Qualifications:**

* Excellent attention to detail
* Well organized and self-motivated
* Flexibility, skills in problem solving, and the ability to work on multiple tasks simultaneously, as well as the ability to prioritize.
* A Degree in Development, Planning, Business, Public Relations or a related field
* Ability to meet deadlines
* Excellent communication skills, both verbal and written

**Additional Information:**

* 40 hours/week
* Minimal travel may be required
* Must have a valid Ohio Driver’s License