



Economic Mobility Manager (Grant Funded)

JOB SCOPE:

- The Economic Mobility Manager is responsible for leading and implementing the City of Clarkston's economic development strategy with a focus on upward mobility and racial equity. This role aims to eliminate systemic barriers and create inclusive opportunities that support long-term economic and social prosperity, especially for historically underserved populations.
- This position is funded through a 30-month grant from the ICMA's Economic Mobility and Opportunity Special Assistants Program. While currently grant funded, the position may transition into a permanent role based on funding availability and program outcomes.

MAJOR DUTIES:

- Lead and implement the City of Clarkston's economic development strategy through the lens of upward mobility and racial equity, focusing on eliminating systemic barriers and expanding opportunities for all residents—particularly those historically excluded from economic success.
- Develop, coordinate, and manage initiatives that promote workforce development, housing policy, AND access to healthy food, key pillars essential to fostering equitable economic mobility.
- Integrate equity across all economic mobility and opportunity strategies, ensuring inclusive engagement and decision-making from underrepresented populations. Facilitate community-driven processes, including coordinating co-design efforts to identify underrepresented stakeholders, develop local priorities, and tailor strategies that reflect the needs of Clarkston's diverse population.
- Build and sustain collaborative partnerships with internal departments, elected officials, community organizations, regional stakeholders, developers, entrepreneurs, and business owners to advance economic and social well-being.
- Support revitalization and redevelopment efforts that prioritize community benefit, inclusion, and equitable access to resources.
- Oversee economic mobility and opportunity related studies, incentive programs, grant applications, contracts, and community benefit agreements, ensuring alignment with mobility outcomes and funding requirements.
- Provide guidance, support, and expertise to the Downtown Development Authority and other boards or committees involved in economic and community development.
- Represent the City of Clarkston in regional and state forums related to economic mobility and opportunity, equity, and inclusive growth.

- Monitor and analyze key predictors of economic mobility and opportunities such as housing stability, educational access, living wages, transportation, and health care—to inform policy development and investment priorities.
- Ensure compliance with all applicable local, state, and federal laws, regulations, and policies related to economic development, equity, and community engagement.
- Prepare necessary reporting and success stories in compliance with the ICMA's grant requirements.
- Performs related work as required.

KNOWLEDGE REQUIRED BY THE POSITION:

- Strong understanding of economic development tools, funding mechanisms, incentive programs, and the regulatory environment governing local and regional development. Proven track record of success in business attraction, retention, workforce development, and community revitalization efforts.
- Exceptional communication, presentation, and interpersonal skills, with the ability to engage diverse stakeholders including elected officials, community groups, and regional partners. Demonstrated project management expertise, capable of leading multiple complex and high-profile initiatives simultaneously.
- Experience working collaboratively with local government, state agencies, community organizations, and private sector partners.
- Proficiency in data analysis and economic development software to inform strategic decision-making.

Work Environment and Physical Demands:

- Work is primarily performed in an office setting, with occasional site visits, off-site meetings, or public engagement activities.
- This position requires regular virtual meetings with ICMA and other grantees. This includes occasional travel to training and other required grantee meetings.
- Moderate physical activity including lifting materials up to 25 pounds and walking for extended periods may be required.
- Extended hours, including evenings or weekends, may be necessary based on project needs or public meetings.

MINIMUM QUALIFICATIONS:

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

- **Education:** Bachelor's degree in Business Administration, Public Administration, Urban Planning, Economic Development, or a closely related field; Master's degree preferred.

- **Experience:** At least two (2) years of progressively responsible experience in economic development, community planning, public/private partnership development, or related areas, preferably with an emphasis on equity and inclusive growth.

The Executive Assistant/Special Projects Manager starting pay range will \$70,000 – \$85,000 (commensurate with experience and qualifications). The City of Clarkston also offers an attractive benefits package, including health benefits, retirement plans, and paid leave.

Interested candidates should submit a resume, cover letter, and professional references, via this online portal:

<https://www.cognitofrms.com/CityOfClarkstonGA/EmploymentApplication>

This position will remain open until September 30, 2025.

EQUAL OPPORTUNITY EMPLOYER:

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

IMPORTANT: By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.