



**CITY OF SEATAC**  
invites applications for the position of:  
**Senior Economic  
Development Strategist**

An Equal Opportunity Employer

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**SALARY:** \$7,590.00 - \$9,716.00 Monthly  
\$91,080.00 - \$116,592.00 Annually

**OPENING DATE:** 02/01/23

**CLOSING DATE:** Continuous

**BASIC FUNCTION:**

Under the direction of the Economic Development Division Manager, and with high level of autonomy, the Senior Economic Development Strategist develops and performs professional level program management, strategic, analytical, and technical work in developing and implementing economic development and marketing strategies aimed at business/investment attraction, business retention and expansion, retail, workforce and neighborhood development, tourism development, and commercial real estate. The incumbent represents the City at business-related organizations and events, and provides responsible support to the Economic Development Manager.

To review the job description, essential job functions and competencies in its entirety, please click [here](#):

**REPRESENTATIVE DUTIES:**

- Plan, develop and implement strategies regarding economic development, marketing and business attraction, business retention and expansion. Inform and support the economic development division workplan priorities. E
- Serve as City resource on retail, workforce, and neighborhood development; identify opportunities for outreach to and establish and improve relationships with partners, businesses, and community groups in assigned areas. E
- Lead tourism/travel development programs and industry/destination development, as assigned.
- Lead planning, organizing, coordinating, and evaluating economic development activities in the assigned areas within the City; create and coordinate the development of strategies that maintain and enhance the short and long-term financial health of the City.
- Develop and implement business recruitment and retention campaigns, marketing strategy and business assistance programs for existing businesses. E
- Act as a contact for business and property owners, residents, public and private agencies to discuss issues and provide information regarding economic development, business vitality, and business development, including permits and planning issues. Assist existing business interested in expanding in SeaTac to identify suitable properties for their enterprises E
- Develop and maintain working relationships with City staff, businesses, site selectors, commercial real estate brokers and the development community to promote and facilitate economic vitality for the City; make presentations to raise interests and awareness of assigned programs. E

- Perform other duties as assigned. E
- *E denotes an essential function of the job*

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree or equivalent; major coursework in community development, economic development, business, public administration or related field.
- Three years of work experience in community development, economic development, business, urban planning, or other job-related field
- Or, in lieu of the above specific requirements, a successful candidate must demonstrate an equivalent combination of education, training and experience

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Washington State driver's license
- A three-year driving record abstract must be submitted prior to hire.

**HOW TO APPLY:**

If you are interested in this position, please visit <https://www.governmentjobs.com/careers/seatac> to complete an application.