

Economic Development & Housing Director

Position Profile

The City of Brooklyn Park, Minnesota's sixth largest municipality, seeks an Economic Development & Housing Director to join the Community Development Department's leadership team. This position plays a key role in helping the community achieve its vision: Brooklyn Park, a thriving community inspiring pride where opportunities exist for all.

This role offers an opportunity for a creative and talented person who is committed to continuous learning and advancing innovative projects and new approaches to economic development, housing and redevelopment. Collaborating closely with the Director of Community Development, this position provides the City's Economic Development Authority (EDA) with strategic leadership and administrative staff support.

The position is also responsible for the direction, management and leadership of a team of six to seven staff who manage the City's economic development and redevelopment initiatives, housing services, business development services and neighborhood preservation strategies.

Essential Duties and Responsibilities

Leadership and Management:

- Lead, manage and direct six to seven division staff to include selection, training, motivation, program/project and work performance evaluation and review.
- In collaboration with other city leaders, develop policies, practices, and strategic initiatives that further the City's mission and the goals and objectives of the City Council/Economic Development Authority/Housing Redevelopment Authority.
- Establish and maintain external relationships for the city.

Project Oversight:

- Oversee, direct, coordinate and/or assign special projects to include research, analysis, development, and implementation.
- Oversee the negotiation and management of numerous professional services contracts, development agreements, and grant agreements, including large scale development contracts with complex financial arrangements.
- Oversee the management and maintenance of EDA-owned assets including 90+ acres of vacant land and a few occupied facilities.

Financial Administration:

- Administer division's budget, including tax increment financing and tax abatement districts, grant and revenue funds, and other special project funds.





Minimum and Desired Qualifications

Education

Bachelor's degree in Community Development, Urban Studies, Public Administration, Real Estate or related field or equivalent combination of education and experience

Experience

Six (6) years of progressively responsible administrative and management experience in economic development, business development/financing, redevelopment, housing, planning, real estate, or closely related field

Equivalency

An equivalent combination of education and experience closely related to the duties of the position MAY be considered

Partial List of Knowledge, Skills, and Abilities

Knowledge:

- Knowledge of structure, function, operations, programs, and services of an Economic Development and Housing Division
- Knowledge of business and public financing, real estate principles, housing development, and tax increment financing
- Knowledge of federal, state, and local laws, codes, and regulations applicable to planning, housing, and redevelopment

Management and Leadership:

- Knowledge of management principles and practices of employee supervision, including work planning and assignment, project management, and performance evaluation and review
- Ability to develop and implement division goals, objectives, policies, and procedures
- Demonstrated ability to work with people of diverse backgrounds, cultures, and perspectives

Communication and Relationship Building:

- Ability to clearly, concisely, and effectively communicate, both in verbal and written formats with specific emphasis on effective public speaking and presentation skills and technique
- Demonstrated success working in multicultural spaces and advancing economic inclusion strategies

Problem Solving and Decision Making:

- Knowledge of principles, practices, and methods of consensus building, conflict resolution, negotiation, and team-oriented management
- Ability to effectively and successfully conduct negotiation processes
- Ability to accurately and effectively interpret, analyze, and explain complex information

Organizational Skills:

- Ability to independently organize and coordinate work, set priorities, manage multiple assignments, and successfully work within deadlines and time constraints





Desired Qualifications

- Graduate degree or advanced coursework in Community Development, Urban Planning, Public Administration, Real Estate or related field
- Ten (10) years progressively responsible management and administrative experience in economic development, business development/financing, redevelopment, housing, planning or closely related field
- Demonstrated success working in multicultural spaces and advancing economic inclusion strategies.
- Fluency in Spanish, Hmong, Russian, Somali or Vietnamese

About Brooklyn Park

A city of unexpected vitality and opportunity

Brooklyn Park, the sixth largest city in the state of Minnesota, is a Minneapolis suburb located in northeast Hennepin County along the Mississippi River. Home to 86,000 residents, the city covers 27 square miles of land, with about 400 undeveloped acres remaining.

The City offers more than 1,600 acres of parkland, 50 miles of trails, and an abundance of diverse cultural, commercial, and educational opportunities for its residents and the surrounding communities. The community is continuously seeking to achieve its vision: Brooklyn Park, a thriving community, inspiring pride, where opportunities exist for all.



Recent Successes

Brooklyn Park is home to some of the most innovative companies in the world. It is a hub of high-tech and biomedical manufacturing. Companies like Takeda, Tesla, Olympus, Kurita, Biomerics, and almost 150 more represent a unique mix of small, medium, and large manufacturers who call Brooklyn Park home. The EDA recently opened a 25,000 square foot Small Business Center, offering attainable co-working and office spaces, retail bays, and networking and technical assistance opportunities to the city's vibrant community of entrepreneurs.

Brooklyn Park also runs innovative workforce development programming, called BrookLynk, to connect young people to career opportunities while serving the workforce needs of local businesses. And the City is set to host five stations on the METRO Blue Line light rail transit extension, with operations scheduled to begin in 2030.



City Government

The City of Brooklyn Park operates under a city manager-council form of government in which the City Manager, Jay Stroebel, is appointed by the City Council. The seven Council Members serve four years on both the City Council and the Economic Development Authority (EDA).

Mayor Hollis Winston oversees the City Council and EDA. The Director of Community Development, Kim Berggren, is the Executive Director of the EDA.

Our Staff's Core Values

Partnership | Learning | Accountability | Inclusion





Additional Information

BP 2025

The Brooklyn Park community came up with Brooklyn Park 2025, a plan for the future of Brooklyn Park.

Six key themes guide the work of the city:

1. United Community
2. Beautiful Places
3. Thriving Economy
4. Healthy & Safe People
5. Increased Equity
6. Effective, Engaging Government

EDA Report

The Economic Development Authority (EDA) is tasked to create and keep jobs, grow the city's tax base, and lead its development activities.

The EDA's Annual Report provides an overview of strategic and comprehensive programs and projects.

Application Deadline

Recruitment will continue until a sufficient number of qualified applications are received as determined by Human Resources.

First review of applications will be on January 3, 2024. Position will remain open until filled.

Salary

\$53.88 - \$72.89 Hourly
\$9,339.20 - \$12,634.27 Monthly
\$112,070.40 - \$151,611.20 Annually

See full details of the position and apply at brooklynpark.org/jobs

[Learn about our BP 2025 Community Plan](https://bit.ly/BP2025)



<https://bit.ly/BP2025>

[View the 2022 EDA Report](https://bit.ly/EDARreport2022)



<https://bit.ly/EDARreport2022>

Questions?



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Si usted necesita esta información en español: 763-315-8466

Yog xav tau kev pab, thov hu rau 763-424-8000 lawv mam li nrhiav ib tus neeg txhais lus rau koj
If you need this information in another language or alternative format: Josie Shardlow, 763-493-8388