



City of Edgewater
P.O. Box 100 • Edgewater, Florida 32132-0100

Economic/Redevelopment Coordinator
Position Available
April 2, 2025

Position Title:	Economic/Redevelopment Coordinator
Closing Date:	Open until filled
Annual Salary Range:	\$50,128.00 - \$84,531.20 (110)
General Summary:	This position plays a key role in advancing the City's economic development and redevelopment efforts by assisting in developing and implementing strategic programs that attract and retain businesses, promoting Edgewater as an investment destination, and supporting local economic growth. Responsibilities include developing and executing marketing initiatives, fostering relationships with prospective businesses and industries, and enhancing support programs for small businesses. This position reports to the Development Services Director.
Description:	<p>Coordinates commercial, industrial, and office development projects, serving as the primary liaison between businesses and the City.</p> <p>Collaborates with stakeholders to resolve challenges and coordinate logistics (financing, site selection, utilities, transportation, real estate) for business growth.</p> <p>Fosters partnerships with local businesses, assesses needs, and leverages resources to support industry retention and expansion.</p> <p>Identifies business prospects and investors while maintaining an inventory of market-ready sites for potential development.</p> <p>Promotes job creation and civic improvements to strengthen the local economy.</p> <p>Serves as the Community Redevelopment Agency (CRA) administrator and oversees related initiatives.</p> <p>Coordinates economic development programs with local, regional, and state organizations.</p> <p>Manages financial incentive programs, grants, and loans to support business expansion and investment.</p> <p>Prepares grant applications in coordination with the City's Grant Administrator.</p> <p>Develops and implements marketing strategies, outreach materials, and business education programs.</p> <p>Plans and prepares promotional materials for business recruitment and retention initiatives.</p> <p>Represents economic development efforts through public speaking, media engagements, and community outreach.</p> <p>Conducts economic, statistical, and demographic research to inform policy and program development.</p> <p>Engages in strategic planning, economic studies, urban development, and fiscal analysis to support long-term economic growth.</p> <p>Participates in emergency management activities as needed.</p> <p>Performs other duties as assigned supporting the City's mission and senior leadership.</p>
Minimum Qualifications:	<p>Bachelor's degree required, Master's preferred in economic development, urban planning, public administration, business administration, marketing, or a related field.</p> <p>At least two (2) years' experience in economic or community development, business assistance, commercial development, and/or business retention programs.</p> <p>FRA-Redevelopment Professional required or ability to obtain within two (2) years of hire.</p> <p>Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.</p> <p>Valid Florida driver's license required.</p>
<p>Please See Full Job Description. Applications may be obtained from the Human Resources Department or from our web site www.cityofedgewater.org Education documents must be submitted at time of application. EOE/DFWP/VP</p>	