

IndyEast Economic Development Manager

Location: Indianapolis, Indiana

Position Type: Full-time, grant-funded

Salary: \$65,000-\$80,000 annually, commensurate with experience

Employed By: John H. Boner Neighborhood Centers

Position Overview

The Economic Development Manager serves as the IEMD's key connector among businesses, developers, community development corporations (CDCs), Indy Economic Development Inc (IEDI), and neighborhood partners. The role supports business attraction and retention efforts, advances redevelopment of underutilized properties, coordinates incentive strategies and ensures that inclusive economic development supports the district's long-term economic mobility goals. This role is ideal for someone who thrives on building authentic relationships, understands both community and development dynamics, and can bridge the gap between neighborhood needs and economic opportunity.

Core Responsibilities

Strategy & Alignment (20%)

- Develop and implement an annual IEMD economic development workplan.
- Maintain alignment with key citywide economic development strategies and IEDI priorities as appropriate.
- Identify opportunities to integrate economic development strategy with workforce and housing initiatives.
- Produce quarterly progress reports and coordinate regular partner updates.

Relationship Management & Partner Coordination (15%)

- Build strong, trust-based relationships with community partners, neighborhood leaders, and anchor institutions.
- Develop relationships with businesses through direct outreach and retention visits across the district.
- Promote investment in the district through the creation of promotional materials and storytelling in partnership with IEDI and other community partners.
- Advocate for redevelopment efforts that are aligned with community goals.
- Act as a liaison between IEMD and economic development partners, maintaining consistent communication with city- and region-wide economic development entities.
- Represent IEMD Economic Development at community gatherings.
- Maintain business contact systems, logs, and district-level communication processes.

Real Estate Activation & Business Investment (50%)

- Identify small businesses gaps and growth opportunities and coordinate technical assistance with providers.
- Identify and promote catalytic redevelopment sites and real estate opportunities.
- Maintain updated site inventories and investment readiness materials.
- Assist in securing funding and assembling place-based investment applications.
- Help businesses and developers (especially MBEs) access real estate opportunities and resources.
- Collaborate with Indy Economic Development to support existing businesses and attract new investment with incentives and the creation of relevant MOUs.
- Contribute to the design and implementation of district-specific business tools such as the Economic Development Revolving Loan Fund and the Incentives for Jobs program.

Program Design & Analysis (15%):

- Help develop replicable systems, templates, and reporting processes.
- Build internal processes for data, coordination, and business engagement.
- Analyze, monitor, and report on program data, ensuring goals and objectives are met.
- Identify areas of improvement through program evaluation in collaboration with community and program partners.

Qualifications/Skills

- Bachelor's degree in public administration, community development, business administration, or a related field preferred. Three or more years of related work experience will also be considered.
- 3+ years of experience in program development and/or project management.
- 2+ years of experience in economic development, small business development, community development or real estate preferred.
- Strong relationship-building and facilitation skills; able to work across business, government, and community sectors.
- Demonstrated experience working with diverse populations.
- Requires strong written/verbal communication and critical thinking skills.
- Requires strong organizational skills and the ability to manage multiple tasks and projects.
- Requires comfortability working independently and in collaborative team environments.
- Requires access to reliable transportation.

Work Environment

- Position will be based in-person at the John H Boner Neighborhood Center, with frequent meetings in the field and at partner locations.
 - Occasional evening or weekend availability may be required.
-

About the IndyEast Economic Mobility District (IEMD)

The IndyEast Economic Mobility District (IEMD) is a bold initiative designed to strengthen communities and stabilize families. In partnership with the John H. Boner Neighborhood Center, Edna Martin Christian Center, Southeast Community Services, and residents from three neighborhoods (Near East, Martindale Brightwood, and Southeast Indy), the IEMD will foster a vibrant local economy where all residents have access to the tools they need to thrive. This place-based initiative focuses on increasing economic mobility through coordinated investments in business development, workforce, housing, and infrastructure. Rooted in values of equity, intra- and intergenerational wealth creation, and access to opportunity, the IEMD brings together residents, community organizations, and institutional partners to drive long-term, inclusive change.