



OPEN POSITION: Economic Development Specialist at the Memphis Medical District Collaborative (MMDC)

The Memphis Medical District Collaborative (MMDC) seeks an Economic Development Specialist to join our growing team. Established in 2016, MMDC is a not-for-profit, community development organization committed to strengthening the communities between and around its anchor institutions – major healthcare and educational institutions – including ALSAC / St. Jude Children’s Research Hospital, Baptist Health Sciences University, Le Bonheur Children’s Hospital, Methodist Le Bonheur Healthcare, Regional One Health, Shelby County Health Department, Southern College of Optometry, Southwest Tennessee Community College and University of Tennessee Health Sciences Center. Together, these institutions have more than 25,000 employees, 8,000 students, collective spend of \$1.3 billion, and control more than 300 acres of real estate. The Memphis Medical District is also home to more than 10,000 residents. These institutions, along with local and national philanthropy, area corporations and collaborative community partners, support the work of MMDC to revitalize the Memphis Medical District, and make it a preferred destination to work, live, learn and visit.

MMDC Departments

MMDC’s approach is comprehensive and inclusive of residents, employees, students, and visitors to the district. In addition to connecting the dots across the major healthcare and educational institutions, MMDC also focuses on the following program portfolios:

1. Clean and Safe Streets & Public Spaces – Catalyzing connections between people and place through improvements to the public realm, including parks, streetscapes, sidewalks, plazas and enhanced mobility options. District Ambassador program; Coordination of safety efforts, hospitality assistance and environmental and cleanliness improvements.
2. Development – Fundraising, grant writing and management, and donor/partner cultivation and recognition.
3. Economic Development – Supporting and connecting the diverse neighborhoods in the District through growing and attracting small, minority and women-owned businesses, as well as supporting existing businesses through programs like Buy Local.
4. Marketing and Communications – Promoting organization’s mission, values and impact to various stakeholders through creatively telling the District’s and organization’s story.
5. Real Estate – Cultivating a rich environment for appropriate development through coordinated planning and investment, with a focus on creating mixed-use, mixed income places.
6. Workforce Strategies – Through Hire Local, connecting neighborhood residents to training, education, and employment opportunities where there is a clear career pathway, a livable wage and a growing career field.

Title	Economic Development Specialist
Reports To	Senior Director of Real Estate and Economic Development
Summary	<p>We are seeking a dynamic and strategic Economic Development Specialist to join our team at MMDC, one of Memphis Business Journal's 2024 Best Places to Work.</p> <p>This role will support the implementation and execution of MMDC's Strategic Plan, the Economic Development's annual work plan, and metrics through:</p> <ul style="list-style-type: none"> • Tracking and reporting program milestones to internal and external stakeholders, including quarterly MMDC board meetings. For example: key performance indicators (KPIs), effectiveness of marketing and recruitment efforts, and grant and incentive awards to businesses. • Maintaining business and supplier databases. • Assisting in the planning and execution of MMDC Economic Development events, including the Annual Holiday Market, Taste of the District, and National Small Business Week. • Representing MMDC at meetings and events with staff, board, partners, community members, prospective clients, etc., as needed. • Participating in preparing, updating, and maintaining MMDC's Economic Development strategy and metrics. • Supporting fundraising efforts to grow and expand program work.
Experience and Education	<ul style="list-style-type: none"> • Bachelor or Associate's degree in Business or a related field preferred • Previous experience in economic development, business development or a similar role. • Proficiency in Microsoft Office Suite, Google Workspace, and communication tools. • Strong organizational and multitasking skills. • Excellent verbal and written communication skills. • Ability to work independently and manage time effectively.
Salary Range	\$40,000 - \$45,000 commensurate with experience.
Key Benefits	<ul style="list-style-type: none"> • Hybrid schedule • Generous benefit package • Parental leave • Professional development opportunities • 401(k) employer match • 20 Days per calendar year of paid leave • At least 10 office closing days for public holidays • Up to 10 remote work days while traveling • Phone reimbursement

Essential Duties and Responsibilities:

- Apply business development and attraction principles, practices, and techniques to promote growth and investment opportunities.
- Coordinate and implement projects and multi-phase programs, ensuring timely and successful completion.
- Support marketing initiatives by leveraging industry best practices to promote services, programs, and community assets.
- Maintain accurate and detailed records for complex projects and programs.
- Assist in planning and executing initiatives aligned with broader economic and community development goals.
- Collaborate with local government, community stakeholders, and private sector partners to foster investment and development.
- Conduct research and analysis to support project planning, reporting, and decision-making.

Support Existing Businesses:

- Direct organization and coordination of business support programs.
- Support coordination of “Mind Your Business” and “Mind Your Development “Toolkit, including but not limited to business recruitment and scheduling.
- Support coordination and implementation of the Medical District Business Council.

Support Business Recruitment:

- Support the development, maintenance, and distribution of business recruitment materials. Ex. distribute “Welcome Business Kits.”
- Conduct research of new businesses to develop recruitment pipeline.
- Support Discover the District Tours with information and person-power.

Submittal

If you are interested in applying, please submit your resume and cover letter [here](#) or <https://wkf.ms/3Rso6n9> . Applications will be evaluated on a rolling basis so please submit as soon as possible. In your cover letter, let us know why you are interested in this type of work and specifically, how your past experiences in economic development make you an ideal candidate for our growing not-for-profit, community development organization.

NO PHONE CALLS. For more information: www.memphismedicaldistrict.org