

PART TIME POSITION ANNOUNCEMENT:

ARPA Programs & Incentives Manager

Fairfax City Economic Development Office & Authority

Fairfax City Economic Development Office (“EDO”): The Fairfax City EDO is the lead agency for economic development programming within Fairfax City. The EDO is a nimble, fast-paced, client-focused office that serves to promote, identify, and assist businesses with location, expansion, and capacity building services within the City while creating systems and programs that encourage commercial and retail development and support the creation of a unique place. The Fairfax City EDO also serves as the primary point of contact with the Fairfax City Economic Development Authority (EDA), an independent but related agency of the City of Fairfax. Together the EDO and the EDA work to promote the competitive advantages of Fairfax City and work to enhance the tax base while supporting an extraordinary and equitable quality of life across the City.

Job Description:

The Part Time ARPA Programs & Incentives Manager will be responsible for developing and implementing two (2) programs utilizing funds allocated to Fairfax City by the American Rescue Plan Act of 2021 (“ARPA”). Specifically, the ARPA Programs & Incentives Manager will be responsible for the:

- Development, marketing, stakeholder engagement, and implementation of an ARPA supported **New Business Relocation Incentive** program designed to connect new businesses with available office space in Fairfax City. Grants issued under this program will tie the business to the program through one or more deliverables (e.g. entering into a minimum lease within the City, etc.) This project will require program development, recipient-contracting, compliance monitoring, press announcements, programmatic and financial reporting, and establishing relationships with commercial property owners.
- Development, marketing, stakeholder engagement, and implementation of an ARPA supported **Pop-Up Incentive** program connecting vacant commercial retail properties with new, expanding, or home-based businesses (including makers, artists, food producers, clothiers, etc.) looking to establish a temporary pop-up/ proof of concept retail location within Fairfax City for less than six (6) months. This project will require program development, prospect identification, recipient-contracting, press announcements, programmatic and financial reporting, and establishing relationships with retail property managers.

This position will report directly to the Director of Economic Development which will provide general direction and prioritization of tasks. Oversight may also be provided by the Operations Manager, Business/ Community Engagement Manager, and Assistant Director of Economic Development. The ARPA Programs & Incentives Manager will be responsible for maintaining compliance with program guidelines and reporting on status and success throughout the program.

Qualifications: Preferred candidates will have at least a bachelor’s degree and 1-3 years experience in: program management, government administration, or cultural arts or economic development work. Candidates should be familiar with Northern Virginia and Fairfax City. Candidates should be a self-starter with the ability to work independently as well as part of a team and should be comfortable partnering with multiple levels of government. The candidate must be comfortable with external stakeholders, must be comfortable public speaking/ presenting information, and must have excellent writing skills and reporting skills. Attention to detail and organization is a significant component of this position’s work.

Requirements: Proficiency Microsoft Office, Google Workspace, Slack, and minimal graphic design skills or familiarity with Canva.

Additional Details:

- \$50,000 non-benefited 11 months.
- Primary Location: Fairfax City Economic Development Office, 10300 Eaton Place, Ste 235, Fairfax, VA 22030.
- May require site-visits and field visits to observe program implementation and compliance.
- Schedule: Currently 25% virtual and 75% in office conditioned on manager's approval; subject to change given direction from the state and/or City government.

To apply:

Application can be found on the [City of Fairfax website](#). Applicants must provide a resume and cover letter.