



CITY OF MALDEN, MA Human Resources Department

City Hall, 215 Pleasant Street, Room 510 · Malden, MA 02148
Phone: 781.397.7187 · Email: maldenhr@cityofmalden.org

Odelisa Macedo
HR Director

DEPUTY DIRECTOR, PLANNING & ECONOMIC DEVELOPMENT OFFICE OF STRATEGIC PLANNING & COMMUNITY DEVELOPMENT

Pay Grade/Class: M1 (Non-Union)*

Annual Salary Range: \$102,096.58 - \$112,695.54 (FY24)

*(Union Recognized/Asst Dept Head)

POSITION SUMMARY:

The City of Malden seeks an experienced and forward-thinking leader to serve as Deputy Director of Planning and Economic Development within the Office of Strategic Planning and Community Development (OSPCD). The Deputy Director develops and executes the City's economic development strategies and oversees OSPCD's Planning and Economic Development (PED) team.

The Deputy Director is the primary person responsible for business and economic development matters in the City, leading economic development projects, programs, plans, and initiatives. Key components of this role include project management, economic analysis, and building trusting relationships with stakeholders across Malden's diverse community to improve economic development conditions in the City.

This role requires close collaboration with City officials, business owners and developers, community organizations, and residents. The ideal candidate will bring a combination of strong management, communication, and problem-solving skills, along with a passion for supporting businesses and fostering economic development.

ESSENTIAL JOB FUNCTIONS and DUTIES:

- Provide leadership, management, and support to three talented and committed professionals, including the Senior Planner, Transportation Planner, and Sustainability and Grants Manager.
- Create and implement a new economic development strategy to recruit, retain, and grow Malden businesses and spur development activity to grow the tax base and create jobs.
- Lead the City's economic development programs, including the Malden Gaming District, ongoing marketing efforts, and a new Vacant Storefront Tax Credit program.
- Research, apply for, and implement new economic development resources and programs including through MassDevelopment and other state and federal agencies.
- Develop and implement strategies for business recruitment, retention, and growth.
- Procure and manage consultants performing economic development planning, marketing, analysis, and other PED projects.
- Attract commercial developers by using data to tailor pitches, explain City resources and strengths, and overcome obstacles in order to get to yes.
- Serve as the City's business liaison, working with potential and existing businesses to identify needs, connect to resources, and facilitate positive business experiences.

- Build and maintain collaborative relationships with stakeholders including the Malden Chamber of Commerce, commercial property owners, existing businesses, developers, consultants, City officials and staff, other public agencies, and Malden residents.
- Represent the City at public meetings, local and regional economic development gatherings, and in meetings with developers, brokers, and businesses.
- Perform other duties as assigned by the OSPCD Director.

QUALIFICATIONS:

Education/Experience

- Bachelor's degree required. A master's degree in urban planning, business administration, public administration, or a related field is preferred but not required.
- At least seven (7) years of relevant professional experience. At least two (2) years of experience with management responsibilities of people, programs, projects, and/or budgets preferred. At least two (2) years of experience working in government or with government on planning or economic development programs or projects.

Skills, Knowledge & Abilities

- Experience leading and managing professional staff. Ability to build trusting relationships within the team, broader organization, and outside partners.
- Knowledge of economic development and real estate principles and best practices. Familiarity with state programs for business and economic development.
- Strong oral and written communication skills, including public speaking, negotiation, and writing for various audiences.
- Ability to collect, analyze, and synthesize data to inform decision-making.
- Experience holding vendors accountable to expectations and requirements.
- Proficiency in Microsoft Office Suite. Willingness to learn new technology as necessary.

SUPERVISION RECEIVED: OSPCD Director

SUPERVISION EXERCISED: Planning and Economic Development Team

To apply: Submit cover letter & resume to the Human Resources Director, City of Malden at maldenhr@cityofmalden.org

The City of Malden is an EEO, driven by the value of excellence and believes that everyone deserves the best service and access to resources, regardless of their race, gender identity, religion, ethnicity, age, physical abilities, sexual orientation, veteran status, or personal experience. We embrace diverse perspectives and welcome candidates from these underrepresented groups to help make our vision a reality.

Selected candidate will need to submit to a background check (CORI).