



City of Wauwatosa Development Director

SALARY	See Position Description	LOCATION	City Hall, 7725 W North Avenue, Wauwatosa, WI
JOB TYPE	Full-Time	DEPARTMENT	Development
OPENING DATE	05/11/2026	CLOSING DATE	6/12/2026 11:59 PM Central
FLSA	Exempt		

Position Overview

The Development Director serves as the City's chief development strategist, leading all planning, zoning, economic development, building and safety, code enforcement, and housing functions. Originates, negotiates and executes complex real estate transactions and public-private partnerships to grow the City's tax base in a way that complements the fabric of the community and furthers the vision of the comprehensive plan, private investment, and ensures long-term economic viability. Manages and directs all Development Department operations and staff. The work involves significant community engagement and public involvement with elected officials, residents, businesses, neighborhood groups, developers and other city departments.

To view more details on this position and the City of Wauwatosa, please follow this link to the recruitment brochure: <https://www.wauwatosa.net/home/showdocument?id=6717>

The starting pay for this position ranges from \$143,062.40 to \$182,790.40 annually, depending on experience and qualifications. This is complemented by an excellent benefits package, a robust wellness program, an on-site fitness center, a free workplace clinic, paid parental leave, generous paid holidays and vacation, a pension plan, volunteer time off, a flexible workplace environment and the opportunity to work with dedicated professionals who have a passion for public service. (Click the Benefits tab to find out more!). Relocation assistance is also available.

Essential Functions

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.

- Initiates, plans, directs, manages, and coordinate all matters related to comprehensive planning, zoning, development and redevelopment, economic development, building and safety, code enforcement, and housing activities that affect the growth and development of the city in a way that complements the fabric of the community and furthers the comprehensive plan.
- Acts as the primary liaison and representative of the department with the Mayor, Common Council, Council Standing Committees, Department Heads, residents, business community, and public or private groups.

- Serves as the City's lead negotiator on complex public-private real estate and economic development transactions, including structuring financing packages, evaluating developer pro formas and financial projections, providing zoning and land use direction, executing development agreements, and maintaining sensitive/high-level communication between developers, property owners, elected officials, and community stakeholders. Serves as the Community Development Authority's Executive Director.
- Provides direction and sets standards and guidelines for providing various forms of assistance, including financial, to further all forms of business and housing development.
- Oversees all grants within the department, including the approximately \$1M Federal Housing and Urban Development Community Development Block Grant funding as an entitlement community.
- Oversees the housing rehabilitation loan program utilizing American Rescue Plan and/or Community Development Block Grant funding for low- and moderate-income households.
- Coordinates the creation, implementation, and updating of various plans and codes
- Proactively innovates on ways to maximize net new construction, whether through large scale development or smaller scale projects, to maximize taxable value and ensure long-term economic viability for the City.
- Serves as the City's primary point of communication and lead negotiator with developers during tax increment financing negotiations, including originating TIF district project plans, negotiating development agreements and land transactions, structuring public incentive packages, managing TIF district compliance and amendments, and executing land acquisitions and dispositions through the Community Development Authority.
- Applies extensive commercial real estate development experience to evaluate development proposals, assess project feasibility, attract high-quality private investment, and ensure development outcomes that benefit the City's long-term tax base and economic health.
- Manages the City's real estate portfolio through the Community Development Authority, including strategic property acquisition at auction, land banking, disposition, and land transfer agreements with developers to facilitate major redevelopment projects.
- Leads district-wide repositioning and master planning strategies for large-scale assets, including aging office parks and underperforming retail centers, to transform them into vibrant mixed-use districts that generate sustained economic value and tax revenue.
- Compiles, analyzes, and presents to stakeholders and the Common Council data related to commercial real estate, economic conditions, property information, small business and major company activity, commercial and housing trends, employment, and demographic shifts that affect the local economy and real estate market.
- Works with the private sector, businesses, business districts, educational institutions, Chamber of Commerce, and lending institutions to develop and foster recruitment of new businesses and the retention and expansion of existing businesses.
- Recommends and applies for applicable Federal, State, and local grants and supervises project implementation.
- Recommends governmental measures affecting land use, public utilities, community facilities, housing/affordable housing, and transportation to control and guide community development and renewal.
- Prepares department budget and maintains fiscal control on all revenues and expenditures.
- Participates in annual and single audits as they relate to various grants and programs.
- Hires, supervises, trains, and evaluates full-time and part-time Development Department staff (Planning & Zoning, Building & Safety, Economic Development, and Housing).
- Maintains effective public relations, including preparing and making presentations, by providing information to various parties, both in oral and written form.
- Oversees agendas, minutes, and procedures for relevant boards and commissions.

Minimum Requirements

Education and/or Experience Requirements:

- Master's Degree in business or public administration, urban affairs, urban planning, or related field.
- Ten years of progressively responsible professional work experience involving extensive experience in community development, redevelopment and revitalization, economic development, tax increment financing, commercial real estate development and deal structuring, planning and zoning, and housing including at least five years at the

management level. Significant direct experience in negotiating complex real estate transactions and public-private partnerships preferred.

- Demonstrated experience in providing service and information to commissions, boards, and city councils or similar bodies.
- Demonstrated leadership and management skills yielding positive outcomes by staff/team.
- Experience in a variety of infrastructure projects, including flood plain and other environmental issues.

Licenses, Certifications, and Other Requirements:

- Planning and/or economic development certifications/designations preferred.

Additional Information

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- Thorough knowledge of theories, laws, principles, practices, methods, and techniques of urban development, redevelopment, revitalization, economic development, housing rehabilitation and development, commercial real estate development, deal structuring, and real estate finance.
- Knowledge of building design, construction, and inspection principles.
- Superior oral and written communication skills.
- Ability to develop and maintain effective and positive working relationships.
- Strong supervisory and leadership skills.
- Proficiency with Microsoft Office and Zoom.
- Ability to evaluate developer pro formas, project feasibility analyses, and complex financing structures, including tax increment financing, to assess the viability and public benefit of proposed development projects.

In evaluating candidates for this position, The City of Wauwatosa may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Physical Requirements

While performing the duties of this job, the employee is frequently required to sit, twist and reach. The employee is frequently required to use hands to finger, handle, or feel. The employee is also regularly required to talk and hear, in person, in meetings and by telephone. They will need to interact with city management, employees, other governmental officials, contractors, vendors, employees and the public; read and interpret data, information and documents; analyze and solve problems. The employee is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. The employee must be able to safely lift and carry up to 10 pounds occasionally.

Work Environment

The noise level in the work environment is usually quiet. An employee in this class generally works in a standard office environment with exposure to individuals who may be agitated, angry or highly emotional.

The employee must have the ability to work at different City locations on occasion.

Benefits

City of Wauwatosa



Full-Time Employee Benefits

Comprehensive and competitive benefits package, including:

- ▶ Health insurance, including Health Reimbursement Account (HRA)
- ▶ Dental insurance
- ▶ Vision insurance
- ▶ Paid parental leave
- ▶ Pension - Wisconsin Retirement System
- ▶ Life insurance
- ▶ Flexible Spending Accounts, Health Care FSA & Dependent Care FSA
- ▶ Deferred compensation
- ▶ Retirement Health Savings Account

Total Rewards & Flexibility

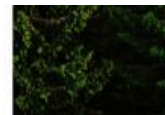
- ▶ Pay for performance
- ▶ Paid time off
- ▶ Commitment to training & professional development
- ▶ Employee appreciation & recognition
- ▶ Robust employee intranet site
- ▶ Flexible work schedules Flextime and flexible work arrangements are available in many departments across the City to help employees increase their effectiveness at work and home. Employees should talk with their manager to find out which arrangements may be available to them.

Employee Wellness Program

- ▶ Onsite Workplace Clinic, all services received in the clinic are free
- ▶ Wellness, nutrition & fitness coaching
- ▶ Mental health resources
- ▶ Onsite fitness centers
- ▶ Group fitness classes
- ▶ Annual wellness screening
- ▶ Employee Assistance Program
- ▶ Ongoing wellness initiatives & programming



All specific plan details and eligibility are described in the legal documents governing the plans. If there are any discrepancies between this guide and the plans' legal documents, the legal documents will govern.



Employer

City of Wauwatosa

Address

7725 W North Avenue

Wauwatosa, Wisconsin, 53213

Phone

(414) 479-8992

Website

<http://www.wauwatosa.net>