



CITY OF AURORA, COLORADO

# Manager of Business Development



## THE CITY

Situated on prairie grasslands, rolling hills and the Black Forest's northern tip, Aurora offers something for every lifestyle, from convenient urban living to master-planned communities. Aurora is a close-knit community with excellent services and amenities. With Buckley Space Force Base, the Anschutz Medical Campus, Fitzsimons Innovation Community, and other major employment centers, the city has thriving aerospace, defense, bioscience, health care, and distribution industries. Aurora is also a global community. People from around the world live, work and have businesses throughout Aurora, creating a culturally rich environment and one of the city's greatest assets.



Long known as the Gateway to the Rockies, this All-American City lies on the eastern edge of the Denver-Aurora metropolitan area. The city boasts spectacular views of the Front Range spanning from Pikes Peak to Longs Peak. And, if you need to travel locally or abroad, Aurora's proximity to three major highways, light and commuter rail lines, and Denver International Airport makes it not only accessible, but a short commute to the world.

More than 404,200 residents choose to call Aurora home, and over 24,000 businesses are licensed in Aurora making it the third largest city in Colorado and the 51st largest in the United States. The city covers 164 square miles and is located within three counties, Arapahoe, Adams, and Douglas, with 74 square miles of land inside city limits still undeveloped. Aurora's diversity as a majority-minority city, where no one ethnic group is the majority population and one in five residents is foreign-born, which is also reflected in the many ethnic and independent restaurants and thriving arts scene in the community.

Aurora provides access to quality education, with five school districts and nine campuses of higher learning meeting the instructional needs of residents and those beyond the city limits. Aurora is the only place in Colorado where students can get a Doctor of Medicine degree.

Aurora's climate is mild and dry, offering residents and visitors ample opportunity to get outside, stay fit, and enjoy all that Colorado life has to offer. Aurora has five golf courses, two reservoirs, nearly 100 developed parks, and over 8,000 acres of natural areas open space and trails. Situated at the foot of the Rocky Mountains, Aurora is a gateway to all Colorado has to offer.



## GOVERNANCE

The City of Aurora is a full-service city governed by a council/manager form of government, which combines the political leadership of elected officials with the managerial expertise of an appointed local government manager. The Aurora City Council is comprised of the mayor and 10 city council members. Of those 10 members, six members represent one of the six wards that section the city. The remaining four members are elected at-large, like the mayor, to represent the city. The city of Aurora has 30 boards, commissions, committees, and authorities composed of citizen volunteers appointed by the Aurora City Council. The City Manager is appointed by and reports to the mayor and City Council. The City is composed of approximately 3,563 full-time employees and an FY26 general fund budget of \$541,338,681.

## ■ THE ORGANIZATION

It is an exciting time to work for the City of Aurora, we're growing and looking for dedicated and collaborative individuals to join our team of talented and valued employees. Excellent organizations have a set of principles, or core values, that are used to implement their mission and vision. Those values represent the touchstone for the organization, guiding the decisions of the individuals and the organization. At the City of Aurora, we demonstrate our excellence by modeling the **CORE 4 Values** of: **Integrity, Respect, Professionalism, and Customer Service**, and we welcome all who share these values to apply.

### Why Work for Aurora?

- ◆ Make a difference in the lives of real people every day.
- ◆ Diverse Community
- ◆ Competitive total compensation package
- ◆ Well-Funded General Employees Retirement Plan
- ◆ Light rail stations minutes away
- ◆ On-site fitness center and wellness programs
- ◆ Internal educational programs to assist with career advancement.
- ◆ Access to innovative workspaces and remote work opportunities

For further information, please visit the city's website at [www.auroragov.org](http://www.auroragov.org).

## ■ POSITION OVERVIEW

Aurora has earned the reputation as a city where people want to live, and developers want to build. From walkable transit-oriented developments to a wealth of prime opportunities, there's no better time than now to work for Aurora as our Manager of Business Development. The City of Aurora provides services and resources to businesses and development partners with the purpose of retaining, attracting and expanding business and employment opportunities throughout our community.

The city is dedicated to providing the business climate, services and public infrastructure essential to growing established and emerging companies within Aurora. We are actively investing in our neighborhoods to create new places for business to thrive. This position will be responsible for managing an annual budget of approximately \$1,291,098 and a staff comprised of 3 FTEs.

### Key Responsibilities:

- ◆ Supervises, manages, and oversees the development and administration of the city's Retail Strategy.
- ◆ Prepares and manages the Division's budgets.
- ◆ Develops, manages and tracks incentive programs for business development.
- ◆ Establishes, plans, schedules, and reviews work of subordinates.
- ◆ Manages assigned staff including selecting, hiring, training/coaching, performance management, and disciplining.
- ◆ Develops and maintains a culture of performance and engagement focused on customer service, communication, accountability, proactive planning, and results.
- ◆ Actively seeks public-private partnerships for the implementation of redevelopment projects and plans provide guidance and direction to project team members.
- ◆ Interacts and negotiates with redevelopment applicants regarding project scope, incentives, and processes.
- ◆ Develop programs to support existing businesses and promote new businesses in targeted development areas.
- ◆ Cultivates and maintains a network of contacts with partner agencies, real estate and business brokers, financial institutions, property developers, elected and appointed officials and members of the Aurora community.





- ◆ Acts as the primary contact for new and expanding businesses in relation to regulatory issues, program referrals and business development questions.
- ◆ Identifies and develops business marketing strategies for specific businesses and sectors for targeted recruitment.
- ◆ Analyzes business development opportunities, research background material, prepares informational data, develops alternative approaches and recommends solutions.
- ◆ Guides and or conducts market research and economic analysis which includes monitoring local, regional, and national economic trends, identifying potential investment opportunities, and assessing the impact of initiatives.
- ◆ Exhibits strong interpersonal and public relations skills and demonstrated capacity to work effectively with public officials, business partners, private developers, staff and the public.
- ◆ Strong written and oral communication skills, including editing, oversight or preparation of technical reports, and the presentation of information to stakeholders.

## ■ THE IDEAL CANDIDATE

The ideal candidate for this position shall have the political aptitude and leadership presence to attract, retain and growth of retail and commercial businesses in the Aurora community. This role will plan, manage, and administer the City's Retail Strategy, business incentive programs and relationships with external economic development partners under the direction of the Director of Planning and Business Development.

The ideal candidate needs to be an out-of-the-box thinker with experience in retail recruitment, commercial brokerage, along with knowledge in the principles and practices of business/economic development, including an understanding of retail attraction, retention and growth. This highly collaborative leader shall have exceptional interpersonal, analytical, and public speaking skills to bring credibility to the role. The new Manager must be a strong mentor and leader to employees, support professional development, and foster an internal culture of team building and accountability. The selected candidate must be able to quickly establish and maintain strong partnerships and relationships with employees, executives, developers, businesses citizens, real estate and business brokers and elected officials.

## MINIMUM QUALIFICATIONS

- ◆ Bachelor's Degree in public administration, planning, finance, economics, or related field.
- ◆ At least 3 years' progressively responsible experience in project management, business or economic development, and retail attraction, retention and growth, including at least 3 years' supervisory experience.
- ◆ Master's degree is preferred.

## ■ COMPENSATION AND BENEFITS

The salary range for this position is **\$111,520 - \$174,250** depending on qualifications.

The starting salary will be commensurate with the qualifications and experience of the selected candidate. ***This position is eligible for a flexible/hybrid work schedule, but candidates must reside in proximity to the Greater Aurora/Denver Metro Area.*** The City offers an attractive benefit package.

To learn more, go to:

[https://www.auroragov.org/city\\_hall/working\\_for\\_the\\_city/benefits\\_\\_\\_retirement](https://www.auroragov.org/city_hall/working_for_the_city/benefits___retirement)





## ■ APPLICATION PROCESS

**The first resume review deadline is Friday, November 14, 2025.** To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) to: <https://www.cpshr.us/recruitment/2542>.

For additional information about this position please contact:

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Resumes will be reviewed by the consultant and sent to the city for further consideration. Candidates deemed to have the most relevant qualifications will be invited to interview with the city.