



Title: Program Specialist, Place Incentives

Department: Operations & Performance

Business Unit: Place, Programs & Services

Reports to: Managing Director, Place Incentives

FLSA: Non-Exempt

Pay grade: 3

Last updated: 05/2026

Position Summary

The Program Specialist monitors and coordinates the Michigan Economic Development Corporation (MEDC) administrative processes for managing Michigan Strategic Fund (MSF) and MEDC-specific community development incentive programs. It interprets and applies State and Federal program guidelines, and reviews prospective tax credit, grant, and loan applications to ensure applicants meet the criteria set forth in statutes and incentive agreements. The position also responds to inquiries from communities, companies, consultants, and developers, interprets plans and scenarios to determine their statutory impact on proposed projects, compiles reports and relevant data, and prepares recommendations for approval by the MSF Board, MEDC, or their designee, as required.

Position Progression

Title	Pay Grade	FLSA
Program Specialist, Place Incentives	3	Non-Exempt

Principal Duties and Responsibilities

These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA. The below statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Title	Principal Duties and Responsibilities
Program Specialist, Place Incentives	<ul style="list-style-type: none"> Reviews various programmatic documents to ensure their completeness and compliance with both statutory and policy requirements. Thoroughly analyze and interpret project data received from applicants and other stakeholders and make recommendations to leadership. Performs statutory review of all Community Development/Place incentives, including Brownfield Tax Increment Financing (TIF) 381 Work Plans and Michigan Community Revitalization Program applications. Acts as a resource for legislatively required Brownfield Redevelopment Authority (BRA) reporting, works with local brownfield redevelopment authorities and serves as a resource on reporting processes. Interprets legislation, policies and guidance and also communicates regularly with stakeholders about relevant





Title	Principal Duties and Responsibilities
	<p>applications.</p> <ul style="list-style-type: none"> • Prepares and reviews briefing memos and resolutions for presentation to the MSF Manager, Delegates of the MSF, or MSF Board. • Reviews, processes and prepares amendment requests for approvals and/or changes to previously approved projects. • Prepares for meetings with project stakeholders by preparing materials and meeting invitations; records and distributes meeting notes. • Prepares reports and other program data as requested by program management and other MEDC staff. • Performs other related duties as directed.

Supervisory Responsibilities:

No supervisory responsibilities.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly sits, uses their hands, talks, and listens. Occasionally, they stand, walk, reach, and bend. They may need to lift or move up to 10 pounds. Specific vision abilities required include close vision and the ability to adjust focus, especially when working on a computer screen and with small numbers. The position may require occasional travel throughout the state of Michigan.

Work Environment:

The noise level in the work environment is usually moderate.





Employment Qualifications

The qualifications listed below are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Education:

This position requires a bachelor’s degree (B.A.) from a four-year college or university in Business Administration or related field.

Experience:

Title	Experience
Program Specialist, Place Incentives	Two years of related experience. Experience in economic development, contract administration and/or government administration (preferably including previous experience with one or more of the MEDC’s Community Development programs), program/project underwriting, administering similar community development grant programs, business development grant programs, loan programs or tax credit programs, word processing, spreadsheet, database, and calendaring software; or equivalent combination of education and experience.

Certificates, Licenses, or Registrations:

Certification from the National Development Council (NDC) or International Economic Development Council (CEdC) preferred.

Other Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to read, analyze, and interpret technical journals, legal and contractual documents, and financial reports.
2. Ability to function with strong written and verbal communication skills.
3. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the public.
4. Ability to define problems, collect data, establish facts and draw valid conclusions.
5. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
6. Ability to grasp the industry/position-specific software with minimal training.
7. Ability to manage multiple projects and meet various deadlines.

