

<b>THE EASTERN IOWA AIRPORT POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> Aerospace Development Strategist
<b>POSITION #/TITLE:</b> AN028 Aerospace Development Strategist	<b>Adopted:</b> 05-26
	<b>Revised:</b> 05-26

<b>POSITION DESCRIPTION</b>
-----------------------------

<b>Dept:</b> The Eastern Iowa Airport	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> APN/Airport Non-Bargaining Unit	<b>Salary Grade:</b> CF
<b>Reports To Position #/Job Code #/JC Title:</b> 740/AN002/ Airport Director	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt – Administrative	<b>Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
------------------------------------

The Aerospace Development Strategist serves as a strategic leader in advancing the Eastern Iowa Airport’s aerospace and aviation economic development objectives. In partnership with the Director of Properties and Business Development, this position leads the airport’s aerospace cluster development strategy by identifying, attracting, retaining, and supporting aerospace, aviation, advanced manufacturing, maintenance, repair and overhaul (MRO), defense, logistics, and related technology businesses.

<b>Distinguishing Features of the Class</b>
---

This role is responsible for building and maintaining strategic relationships with industry leaders, site selectors, economic development organizations, educational institutions, government agencies, developers, and private-sector partners to drive capital investment, job creation, workforce alignment, and long-term economic growth across the airport and surrounding region. The position supports the airport’s broader business diversification strategy, land development initiatives, and long-range economic competitiveness.

<b>Examples of Essential Work (Illustrative Only)</b>
---

Lead implementation of the airport’s aerospace cluster development strategy, with a focus on working groups, business recruitment, expansion, retention, and supply chain development;  
 In partnership with the Director of Properties & Business Development, identify target aerospace and aviation market segments, emerging industry trends, and prospective tenants, investors, and strategic partners;  
 Develop and maintain a pipeline of aerospace business prospects, including OEMs, suppliers, MRO operators, defense contractors, training organizations, and advanced manufacturing firms;  
 Conduct market intelligence, competitive analysis, and industry research to identify opportunities for airport-driven economic development;  
 Represent the airport in business recruitment efforts, industry meetings, trade conferences, and site selection engagement;

In partnership with the Director of Properties & Business Development, build and manage collaborative relationships with local, regional, and state economic development organizations, including Iowa Economic Development Authority and regional partners;  
Coordinate with universities, community colleges, K-12 partners, workforce boards, and training providers to align workforce development initiatives with aerospace industry demand;  
Serve as a liaison with public agencies, economic development groups, utility providers, developers, consultants, and private investors supporting aerospace development initiatives;  
Support the creation of public-private partnerships that advance infrastructure, workforce, and business development objectives;  
Collaborate with airport leadership on land use planning, site readiness, infrastructure planning, and development strategies that support aerospace growth;  
Assist in evaluating tenant requirements, development proposals, lease opportunities, and business expansion projects;  
Support negotiations related to development agreements, leases, memoranda of understanding, and incentive packages;  
Coordinate with engineering, operations, planning, and legal stakeholders to support development project execution;  
Identify, pursue, and support grant funding, public incentives, and strategic investment opportunities aligned with aerospace development goals;  
Support consultant-led studies, market analyses, and strategic planning initiatives related to aerospace growth;  
Develop reports, presentations, briefing materials, and economic impact analyses for airport leadership, the Airport Commission, and community stakeholders;  
Track key performance indicators including prospect activity, investment pipeline, job creation, land absorption, and business retention metrics;  
Primarily office-based with frequent local, regional, and national travel for industry meetings, conferences, and business development activities;  
Occasional evening meetings, public presentations, and stakeholder events may be required;  
Attends work regularly at the designated place and time;  
Performs related work as required.

### **Required Knowledge and Abilities**

Proficient in using the latest versions of Microsoft Word, Excel, Outlook, PowerPoint, and web searches;  
Knowledge of aerospace, aviation, manufacturing, logistics, or industrial development markets;  
Understanding of economic development strategy, site selection processes, and business recruitment practices;  
Knowledge of airport property development, aviation land use, and public-sector development environments is preferred;  
Strong relationship-building, negotiation, and stakeholder engagement skills;  
Ability to analyze market data, financial information, and development opportunities;  
Strong written, verbal, presentation, and project management skills;  
Ability to work effectively across public, private, academic, and governmental sectors;  
Ability to manage multiple initiatives in a fast-paced, strategic environment;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities.

### **Acceptable Experience and Training**

Graduation from accredited college or university with a Bachelor's degree in Business, Economic Development, Aviation Management, Urban Planning, Public Administration, Real Estate Development, Engineering, or a related field; and

Minimum of five (5) years of progressively responsible experience in economic development, business development, aviation, aerospace, commercial real estate, industrial development, or related fields.

Demonstrated experience managing strategic partnerships, business recruitment initiatives, or capital development projects; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Preferred Qualifications**

Master's degree in Business Administration, Public Administration, Economic Development, or related field;  
Experience working with airports, aerospace companies, aviation service providers, or industrial development organizations;  
Experience with grant development, incentive packaging, public-private partnerships, or government relations;  
Professional certifications such as CEcD, A.A.E., or equivalent industry credentials are desirable.

**Required Special Qualifications**

Possession of a valid driver's license and the ability to obtain valid Iowa Driver's License within sixty days after employment;  
Pass and maintain security background check as required by Transportation Security Regulations;  
Available for recall during non-duty hours for emergencies and other required duties.

**Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;  
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;  
Sufficient personal mobility, which permits the employee to attend a wide variety of work sites and perform job in various locations.

**Position Description Approval**

Director must approve new or revised position descriptions. Other department approvals are optional (*i.e., supervisor, manager*). **Entering name signifies approval.**

Name: <i>(Person completing form)</i>	Marty Lenss
Title:	Airport Director
Date Approved:	5/14/2026

**Labor & Personnel Committee Approval**

Name and Title:	Robin Therme, Chairman Labor & Personnel Committee
Date Approved:	5/14/2026