

POSITION DESCRIPTION

JOB TITLE: Manager, Economic Development

FLSA STATUS: Exempt

EEO CODE: 1-B

JOB GRADE: 12

JOB CODE:

REPORTS TO: Acting Vice President, Regional Economic Development

GENERAL SUMMARY:

Under minimal supervision this position is responsible for identifying and managing opportunities for new business attraction, through relationship development and outreach to key stakeholders/partners within the industry. The position will also support business retention and expansion services in close coordination with the GLI investment team and regional partners.

ESSENTIAL DUTIES AND TASKS:

- 1) Generate and develop new business attraction leads for the region through outreach strategies and relationship-building
- 2) Conduct outreach calls with community partners and/or visits to maintain ongoing relationships with site consultants and other business influencers
- 3) Work with local and state economic development officials, when appropriate, to manage economic development leads in partnership with company decision makers
- 4) Respond to Requests for Proposals (RFPs) in a timely fashion
- 5) Assist in the execution of business attraction/site consultant visits
- 6) Maintain and employ a deep understanding of the regional economic development assets
- 7) Develop and manage a portfolio of solutions to assist businesses with regional relocation opportunities including a working knowledge of several key industry clusters
- 8) Educate and assist clients on regional economic development programs and opportunities
- 9) Leverage relationships with key partners at local, regional, and state levels
- 10) Maintain client relationship management database
- 11) Communicate and report to management, stakeholders, and regional partners
- 12) Compose, produce, and deliver proposals/reports for internal and external use
- 13) Perform other duties as assigned

WORKING CONDITIONS:

This work is performed in a moderately noisy office environment, which can include stressful situations. May be required to drive at night and/or in inclement weather from time to time. Position may require travel as much as 25% of the time.

EFFORT:

Sitting for long periods of time at a computer. Must be able to see, hear and speak. Movements frequently and regularly using the wrists, hands and/or fingers.

MACHINES, TOOLS, EQUIPMENT:

Computer, printer/scanner/fax/copier, calculator, telephone, scanner, shredder, van or car

MINIMUM QUALIFICATIONS:

Bachelor’s degree plus five (5) to seven (7) years of experience in business environment. A combination of education and experience may be substituted when proficiency is demonstrated.

Must maintain a valid driver's license.

The incumbent must be able to pass any required drug test and must be able to maintain the confidentiality of any information s/he encounters.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

SPECIALIZED SKILLS AND KNOWLEDGE:

Ability to communicate with high-level executives, elected officials, and a variety of personalities for the purpose of sharing information and collecting information related to client solutions. Ability to present information in large and small settings. Strong writing and verbal skills. Ability to prepare reports and formulate recommendations concerning economic development projects. Ability to work with other staff, the general public and local stakeholders at the project level. Ability to develop and leverage long-term relationships with key national and international influencers. Ability to follow general instructions and participate as a member of a team.

Analytical, interpersonal, and computer skills. Extensive facility in MS Office applications. Relationships throughout the (15-County) region and/or in the economic development ecosystem considered a plus. Familiarity with Salesforce considered a plus.

Knowledge of business recruitment, industry location practices, and economic development practices and principles at the local and regional levels. Experience in economic development or in a client approach to business consultation considered a plus.

Approved:

Employee Date

Supervisor Date

*** GLI reserves the right to revise this Position Description, as it deems necessary.**