



## ECONOMIC DEVELOPMENT COORDINATOR POSITION DESCRIPTION

<b>Title:</b>	<b>Economic Development Coordinator</b>
<b>Organization:</b>	Business Development Board of Martin County, Inc. (BDBMC)
<b>Summary:</b>	Under general supervision of the BDBMC Executive Director, the Economic Development Coordinator performs responsible professional, liaison, and complex administrative and research functions in carrying out a wide variety of activities, in support of the BDBMC's annual business plan and achievement of economic development program goals. Position will work with top-level political, business, corporate, civic, and non-profit leaders who may demand confidentiality and dealings will require tact, professionalism, and poise.
<b>Salary Range:</b>	\$40,000 to \$65,000 plus benefits and professional development. Starting salary determined by experience and skills.
<b>Hours:</b>	40 hours a week with some nights and possible weekend work and/or travel for conferences or trade shows.
<b>Position Deadline:</b>	Open until filled. Send letter of interest and resume by July 22, 2022, for first round consideration.

### Examples of Duties:

- Assists businesses and companies seeking to start, stay, grow and invest in Martin County, Florida.
- Works with Executive Director, colleagues, Board members, Partners and Investors to formulate, recommend and carry out strategies relative to economic development.
- Assists in the promotion of Martin County, Florida for business investment and job creation.
- Prepares reports and makes appropriate monthly and annual status presentations, as necessary.
- Compiles databases and relevant planning and economic information regarding housing, retail, quality of life, industrial, and office development activity.
- Coordinates the implementation of the economic development strategies assigned by the Executive Director from the BDBMC Annual Business Plan.
- Represents the BDBMC with outside agencies or partners as assigned.
- Manages BDBMC Councils, meetings, and activities as assigned.
- Coordinates strategies to attract and "grow our own" entrepreneurs in Martin County.
- Coordinates the BDBMC's Pulse (Business Retention & Expansion) Program
- Coordinates strategies to maintain, sustain and grow legacy and emerging industries in Martin County.
- Serves on BDBMC Event teams and may serve as Staff Lead as assigned.
- Identifies potential resources to support BDBMC programs, strategies, and initiatives.
- Responds to inquiries regarding economic data, trends, and resources such as industrial and commercial development opportunities.
- Provides presentations and community outreach to promote the work of the BDBMC.
- Submits annual business plan documents and budget requests to support and sustain economic development programming as assigned.
- Performs other related duties as assigned.

### **Typical Qualifications**

A Bachelor's Degree is preferred, although 4 - 7 years of business experience may be substituted with High School degree and some college experience. Must have prior work experience in economic and/or community development, marketing, project management, workforce development or sales. Ability to develop and maintain cooperative and professional relationships with employers, citizens, community, and private organizations, elected officials and boards and commissions. Must be able to communicate clearly and concisely, orally and in writing. Have experience with spreadsheets and statistical databases, methods, and techniques to generate market research, commercial real estate, and business intelligence reports. Must be skilled in techniques for data collection and reporting standards. Must have experience with Microsoft software including Word, Excel, PowerPoint, and Outlook. Must possess a Florida Driver's License.

### **Supplemental Information**

Must be able to work a varied schedule that could include evenings and possible weekend work and/or travel. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms; use of safe workplace practices with office equipment; avoidance of trips and falls; everyday interaction with people and observance of fire and building safety regulations and traffic signals and laws when driving.

### **Knowledge, Skills and Abilities**

- Knowledge of principles and practices of account management, project management, program management, business assistance, industry development and/or economic-workforce-community development.
- Knowledge of public sector services and organizational structure.
- Effective customer service and public relations practices.
- Knowledge of principals and procedures of recordkeeping.
- Knowledge of methods and techniques of business correspondence and technical report preparation.
- Knowledge of occupational hazards and safety procedures.
- Knowledge relating to the preparation and utilization of an annual business plan and budget.
- Skill in the operation and utilization of personal computers and computer terminals.
- Ability to communicate clearly and concisely, orally and in writing.
- Familiarity with Martin County, Florida and its municipalities and issues a plus.
- Knowledge of commercial real estate a plus.
- Must demonstrate behaviors that support the BDBMC's mission and core values including a commitment to teamwork coupled with collaboration and robust information sharing.

### **Additional Information**

The Business Development Board of Martin County has the right to revise this position description at any time, and this position description does not represent in any way a contract of employment.