



## ECONOMIC DEVELOPMENT COORDINATOR POSITION DESCRIPTION

**Title:** Economic Development Coordinator  
**Organization:** Business Development Board of Martin County, Inc. (BDBMC)  
**Reports to:** Executive Director  
**Summary:** This position plays a supporting role for the organization's economic development activities, including Business Retention & Expansion, Business Attraction, and Investor Relations.  
**Hours:** 40 hours a week with occasional overnight travel.  
**Starting Salary:** \$60,000 - \$70,000

**Timeline:** Open Until Filled

**Next Steps:** Please submit resume and cover letter to [office@bdbmc.org](mailto:office@bdbmc.org).

### Examples of Duties:

- Aid BDBMC senior staff with Business Retention & Expansion projects
  - Helping existing companies connect with various resources to help grow their business
- Aid BDBMC senior staff with Project Management support for Business Attraction leads
  - Helping respond to information requests; assisting with coordination of site visits; preparing presentations for prospects; analyzing location criteria for prospective companies; economic research and data analysis (population and labor demographics)
- Investor Relations assistance
  - Managing the calendar relating to annual Investor renewals
  - Helping with outbound Investor/stakeholder communication
- Communications Support
  - Helping with strategy and execution of outbound communication
  - Newsletter design/creation, Social Media (LinkedIn, Facebook)
- Help coordinate and execute monthly board meetings
- Assist with the planning and execution of various BDBMC events and programming
- Assist with implementation of business visitation program, with the goal of proactive and regular engagement of existing business establishments throughout the county
- Attendance at various meetings of local chambers of commerce and other civic/business associations, as necessary
- Attendance at industry events and conferences as well as professional development events
- Help develop and maintain meaningful and effective professional relationships with the various local, regional and state economic development partners and organizations
- Help establish and maintain relationships with key individuals and stakeholders from relevant industry sectors through trade association involvement, industry events and other avenues
- Help represent and promote Martin County to prospective companies, investors and developers

**Typical Qualifications and Competencies**

- Bachelor's or Master's Degree preferred (Public Administration, Business Administration, Economic Development, Public Policy, Political Science or similar field is a plus)
- Minimum of one to three years of experience in economic and/or community development, commercial real estate, banking/financial services, or a professional business services industry sector.
- Strong verbal and written communication skills, including public speaking
- Skilled in interpersonal relations and relationship-building
- Detail-oriented personality
- Commitment to being a team player who enjoys collaboration and information sharing
- Skill in planning, organizing, coordinating and executing projects
- Knowledge and ability to comprehend and analyze demographics/business market research
- Ability to work independently and follow through on assignments with minimal direction
- Ability to work a flexible schedule to include occasional work and travel on evenings and weekends in order to attend meetings, events and conferences, or handle special projects

**Supplemental Information**

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.

**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.