

**MAJOR FUNCTION**

This is professional program administration work responsible for managing activities to support economic and business development opportunities in Tallahassee-Leon County. Manages the implementation of specific strategies within the Economic Development Strategic Plan and Target Industry study in order to promote Tallahassee-Leon County as business generator as well as work directly with companies seeking to expansion or locate in the area. The Manager will work to ensure that contracting, committee staffing and other core program administrative duties related to the economic development organization's functions are completed. This is a professional project manager position with a responsibility to work closely with and for the Director of the Office of Economic Vitality and under the direct supervision of the Deputy Director for the Engagement and Operations Division to ensure that all business development programs, projects, and initiatives related to these industry sectors are implemented. This position also requires that long-term relationships are established with local, state and regional partners. This position will involve travel to national, regional, state and other communities

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**

Essential Duties

Plans, monitors, manages, and implements strategic/work plan initiatives, key tactics and actions from the Economic Development Strategic/Work Plan and Target Industry Study. Work to market and promote the community as business generator for business attraction and expansion efforts as well as talent retention and acquisition across sectors. Manage the business retention and expansion program. Identify opportunities and strategies for connecting to and leveraging outcomes from the regional and national economic development market. Work with the Director to handle community events and prospect visits, known as familiarization tours. Work with Director to manage administration efforts on behalf of the organization. Identify, create and engage grant applications for the Elevate Florida's Capital grant program. Travel to conferences, professional development seminars and site selection events to engage in the business attraction process. Establish and maintain relationships with organizations and individuals in the entrepreneurial ecosystem. Streamline processes for businesses to earn incentives at the local and state level. Work with coordinators to continue to evaluate and utilize best practices for project management. Examine national, stated, and local incentives to provide recommendations to Blueprint Intergovernmental Agency Board of Directors on creative, strategic growth mechanisms for businesses. Work with Director to create short-term goals and milestone-based targets to measure and report. Oversee the internship program for Office of Economic Vitality and manage program participants. Work with Director to continuously ensure that processes and programs are unified for the administration of existing programs. Assist the Office with conducting centralized reporting and coordinate collaboration efforts among economic development partners. Assist organization to gather, analyze and organize information. Track industry and competitive trends, examine strategic performance, spot emerging market opportunities, identify business and community threats, look for strategic solutions, and develop creative action plans

Other Important Duties

Performs special assignments, projects and related work as required.

**DESIRABLE QUALIFICATIONS**

Knowledge, Abilities and Skills

Knowledge of business development, project management, marketing techniques and economic strategic plans. Knowledge of the principles and practices of government accounting, budgeting and municipal fiscal management. Knowledge of administrative management and internal control techniques. Knowledge of economic development activities, resources and opportunities within our community corresponding to targeted solution proposals for improved program outcomes. A proven

co-creator, participant, leader and manager of effective, cohesive teams. A proven team player. Ability to follow through on issues and projects, make informed decisions that comply with policies and procedures, complete tasks and solve problems. Ability to work effectively with all levels of internal and external associates, clients and colleagues. Can build bridges and achieve consensus among stakeholders. Ability to develop and maintain collaborative relationships internally and externally with private enterprises and public and government officials. Capable of speaking genuinely and effectively with diverse audiences. Proven ability to forge authentic relationships with a wide range of civic, business, including developers, investors, bankers and community residents. Excellent oral and written communication skills. Skill in the use of personal computers and associated programs and applications necessary for successful job performance. Excellent and confident human relations skills. Visionary, motivator, personable, team player, ethical, initiator, aggressive, entrepreneurial, adaptability.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration or a related field and at least four years of professional experience that includes economic development, community development or real estate development; or an equivalent combination of training and experience. A master's degree in an area mentioned above may substitute for one year of the required experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at time of appointment.

Established: 03-08-16

Revised: 06-26-18