

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 .

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.