



## **Opportunity Profile – Project Manager**

### ***Make a Direct Impact on the Future of Okaloosa County***

One Okaloosa Economic Development Council is seeking an organized, relationship-oriented professional to join our team as Project Manager. In this role, you will help support local businesses, assist with new company inquiries, and connect employers to workforce and community resources, contributing to job growth and long-term economic stability in Okaloosa County, Florida.

You will work closely with the Executive Director and community partners to support business retention, recruitment, and investor engagement efforts in a collaborative and team-oriented environment.

If you value community growth, enjoy working with local employers, and want to see the direct results of your work in the place you live, this role offers a practical and meaningful way to do that.

### **Key Responsibilities**

#### **Support and Strengthen Existing Industry**

**45%**

- Conduct regular visits with local employers in targeted industry sectors to understand needs and identify helpful resources.
- Develop working knowledge of workforce development / educational offerings available through local schools, colleges and universities and establish strong relationships with these entities.
- Develop working knowledge of local military missions with an eye toward understanding how they positively impact the local economy and future workforce.
- Serve as initial point of contact for individuals in the local area seeking to start a business and refer them to relevant local resources, including the Small Business Development Center and those found at [www.startupokaloosa.com](http://www.startupokaloosa.com).
- Assist expanding businesses with understanding and pursuing relevant local and state incentive programs.
- Assist prior incentive recipients with required annual compliance reporting processes.
- Serve as staff support for One Okaloosa’s quarterly Professional Webinar Series; work with the Executive Director and LEADERSHIPTEN to identify relevant topics.



## **Recruit and Respond to New Business Opportunities**

**45%**

- Work with the Executive Director to develop compelling community proposals in response to prospect inquiries and Requests for Information (RFIs). Ensure that all deadlines are met and confidentiality is maintained.
- Develop customized prospect presentations utilizing programs such as MS PowerPoint and basic mapping applications. Coordinate prospect site visit itineraries as required.
- Maintain strong relationships with One Okaloosa's key regional and statewide economic development partners including CareerSource Okaloosa Walton, Florida's Great Northwest, FloridaCommerce, Space Florida, and Triumph Gulf Coast.
- Maintain strong relationships with One Okaloosa's utility partners including CHELCO, Cox Communications, Florida Power & Light, LiveOak Fiber, Okaloosa Gas and Okaloosa County Water & Sewer Department.
- Maintain strong relationships with One Okaloosa's education partners including Okaloosa County School District, Okaloosa Technical College, Northwest Florida State College, University of West Florida, University of Florida REEF, Florida State University InSPIRE, Embry-Riddle Aeronautical University and HSU Educational Foundation.
- Develop working knowledge of Okaloosa's inventory of available industrial / commercial buildings and sites.
- Maintain, manage and promote One Okaloosa EDC's Building and Sites database – [www.okaloosasites.com](http://www.okaloosasites.com).
- Support prospective employers with completing and submitting local and state economic development incentives applications.

## **Community Engagement & Investor Support**

**10%**

- Assist with the successful execution of One Okaloosa EDC meetings and events including, but not limited to, monthly Executive Committee meetings, bi-monthly Business Leadership Council meetings, Roundtables, "8 at 8" breakfasts, TeCMEN meetings and the annual TeCMEN Industry Day. Provide relevant activity updates and reports as needed.
- Upon request, represent One Okaloosa EDC at Chamber of Commerce breakfasts and other relevant community meetings.
- Routinely identify and suggest potential new One Okaloosa EDC investors for potential recruitment by One Okaloosa EDC's IVG Committee Chair and Executive Director.



- Identify articles, events or announcements deemed to be of value from a community and/or business perspective; support One Okaloosa EDC’s social media outreach strategy through posting / sharing relevant items.
- Serve as an effective ambassador and “subject matter expert” for One Okaloosa EDC and the broader Okaloosa County community. Represent the organization with professionalism, positivity and humility at all times.

### **Who Thrives in This Role**

You may be a strong fit if you:

- Enjoy relationship-building across diverse stakeholders
- Write clearly and persuasively
- Capable of effectively managing a number of concurrent deadlines without losing focus
- Are organized, self-directed, and proactive
- Want exposure to high-level business and civic leadership
- Are motivated by community impact

A college degree or relevant professional work experience is required. Veterans and military spouses are encouraged to apply. Additional qualifications including specific economic development coursework or internships will be taken into consideration.

### **Work Environment**

This is a full-time, exempt position located at the shared campus of Northwest Florida State College and the University of West Florida in Fort Walton Beach, Florida. The standard schedule is 8am – 5pm, Monday thru Friday, 40 hours/week excluding approved holidays. There is periodic deviation from the standard schedule to accommodate / support external meetings and events with advance notice provided.

### **Compensation & Benefits**

Salary range: \$45,000 - \$60,000 annually, depending on qualifications, with annual performance incentive potential.

Benefits include:

- 401(k) with employer match
- Employer-sponsored insurance (medical, dental, vision, life)
- Paid time off
- Mileage reimbursement for approved travel



- Job-specific professional development courses may also be considered for reimbursement.

### **About One Okaloosa EDC**

Established in 1989, One Okaloosa EDC is a 501(c)(6) private/public non-profit organization dedicated to facilitating high wage job growth and transformative capital investments throughout Okaloosa County, Florida. More information about the organization may be found at <https://www.oneokaloosa.org/>.

### **Response Deadline**

Interested candidates are requested to submit their resumes – including cover letter, recent work history and professional references – by **Friday, March 20, 2026** to Nathan Sparks at [nathan@oneokaloosa.org](mailto:nathan@oneokaloosa.org). No phone calls please.

*One Okaloosa EDC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*