

Economic Development Manager

Economic Development Corporation of Sarasota County - Sarasota, FL (Hybrid)

About the job

The role of the Economic Development Manager is to advance the EDC's economic development services related to attracting and growing targeted industries, while supporting a vibrant entrepreneurial ecosystem. This position will provide the highest quality customer service, as a concierge to Sarasota County's growing and new businesses. This position will engage with a wide variety of external and internal stakeholders including national site selection consultants, Enterprise Florida, workforce and talent providers, local developers and commercial realtors, industry representatives, entrepreneurs, and government officials.

Responsibilities include:

- Existing industry: Maintaining effective and consistent engagement with existing target businesses in Sarasota County through a variety of methods including regular visits, newsletters, e-mail communications, phone calls, etc.
- Entrepreneurialism: Develop innovative programs that support and grow Sarasota County's start-up, incubator and/or 2nd stage growth companies
- New Industry: Respond in a time-sensitive manner to inquiries from relocating companies for real estate availability, infrastructure, workforce, etc.
- Develop a working knowledge of the numerous State, Federal, Local, and private resources for growing businesses and entrepreneurs
- Meet and mentor prospective business clients including answering inquiries and referrals, as well as providing detailed, technical information for relocating and expanding businesses
- Meet with businesses, municipal leaders, and other organizations to assist in county-wide and regional economic development efforts
- Represent the EDC at conferences, trade missions, and other public events to promote its economic development efforts
- Conduct complex industry and market research to support business development projects and industry recruitment opportunities
- Implement a business recruitment plan to promote the expansion/relocation of businesses to Sarasota County through digital, video, and print business development marketing
- Develop and maintain "best-in-class" marketing and RFP response materials.
- Manage the EDC's GrowFL program including volunteer recruitment, marketing, and reporting; staff lead for GrowFL Committee
- Collaborate with the Director, Community and Investor Engagement and others to conduct joint company engagements
- Other projects and responsibilities may be added at EDC's discretion

Candidate Requirements

Requirements and Qualifications

- Bachelor's degree preferred in business, economics, or equivalent experience
- Four+ years of economic development or community development experience
- Completed IEDC coursework preferred
- CEcD certification preferred
- Commitment to stay current in the field through research, information exchange, education, and event attendance
- Strong sales and/or marketing background desired
- Familiarity with the business and economic climate of Sarasota County desired

Knowledge & Skills

- Goal-oriented, competitive, and persuasive
- Excellent relationship-building & collaborative skills that cultivate strong partnerships
- Strong Interpersonal skills and ability to interface with a wide variety of people from different industries and functional levels of an organization including executives, managers, City officials, and entrepreneurs
- Strong project management skills: manage short term and longer-term projects
- Ability to engage volunteers in EDC work
- Confident speaking publicly
- Ability to analyze and evaluate reports, forms, and data
- Ability to interpret government regulations, zoning, and other complex written documents
- Trustworthy and can maintain confidentiality
- Proficient in computer hardware and software including, but not limited to, Salesforce and Microsoft Office (Outlook, Word, Excel, PowerPoint)

Other Information:

- Requires evening and early morning activities
- Overnight travel will be required at least three times per year
- The employee may occasionally lift or move up to 30lbs

*To apply please email resumes to judy@braunleadership.com

Contact:

Erin Silk, CEcD
Vice President, Business Development Services
Economic Development Corporation of Sarasota County
1680 Fruitville Rd, Suite 402
Sarasota, FL 34236