

## **Job Description**

**Position:** Vice President

**Reports to:** President

**Status:** Full-Time, Exempt

## **Summary of Responsibilities:**

Under the leadership of the president, the vice president will assist with all operations of the organization. The PCEDC is a 501 c6 public-private partnership (3P) focused on growing our community, offering opportunities for new and existing businesses that exceed expectations, and creating success in families.

## **Essential Functions:**

- **Investor Relations**
  - o Moderate investor meetings
  - o Attend regular meetings with existing & prospective Investors (phone/email/in-person)
  - o Manage investor development pipeline
  - o Manage investor on-boarding process
- **Business Development**
  - o Assist president throughout recruitment process
  - o Keep abreast of community strengths, weaknesses, opportunities, threats
  - o Attend business development conferences and/or trade shows
  - o Assist with data and research inquiries as needed (workforce, real estate, incentives, etc.)
- **Partnerships**
  - o Assist president with government relations (city/county/state/regulatory agencies)
  - o Assist president with partner relations (utilities/CSX/Port/Airports/TBEDC/Chamber/Main Street)
  - o Attend regular partner meetings & events
- **Marketing & Communications**
  - o Develop & maintain Why Plant City & Why Invest Collateral
  - o Coordination of website development & maintenance
- **Event Planning & Support**
  - o Coordinate meetings and events
  - o Manage PCEDC event budget
  - o Oversee event planning and setup
  - o Record meeting minutes



### **Preferred Qualifications and Competencies**

- Confident public speaker
- Bachelor's degree in business or related field
- Must be flexible in work duties and assignments
- Strong verbal and written communication skills
- Hands on knowledge of Microsoft Office and Apple products
- CRM experience is preferred

### **Working Conditions**

- Occasional travel and participation at meetings and events
- Some evenings and weekends may be required
- Work under and maintain confidentiality

This job description does not list all the duties of the job. You may be asked to perform other activities and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. Management has the right to revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate employment at any time for any reason.

### **Compensation**

- Competitive salary and bonus potential
- Health/Dental/Vision
- IRA 3% match
- 2 weeks PTO immediately upon hire
- Friday flex days (work from home optional based on organizational needs)

Resumes and cover letters can be sent to [info@plantcityedc.com](mailto:info@plantcityedc.com)