



Tampa Bay Economic Development Council

Senior Vice President, Economic Development Job Description

Department: Economic Development
Position: Senior Vice President, Economic Development
Reports to: President & CEO
Status: Full-time, Exempt

Summary of Responsibilities

The Senior Vice President of Economic Development [SVP] is responsible for developing and executing a plan to meet the EDC's goals tied to creation of new jobs, capital investment, international trade support, and foreign direct investment. The SVP positions Hillsborough County as one of the leading business destinations in the country. The Senior Vice President of Economic Development works regularly with key partners of the EDC, including state and local governments, state and regional economic development organizations, EDC investors, private business, academic institutions, utilities, and community stakeholders.

Essential Functions

- Serve as a senior management team member, providing strategic counsel and expertise to the President & CEO, and participate in the establishment of organizational policy and direction
- Manage the EDC's business development efforts to achieve job creation, capital investment, and international business development goals
- Collaborate with the President/CEO and other Department Heads plan and implement a strategy to reach the organization's goals
- Develop an annual action plan for the Economic Development department, with specific goals and metrics, and report progress monthly to President/CEO and other senior management team members
- Develop and manage the annual budget for the Economic Development department
- Create and foster relationships with influential national site selection consultants, local commercial realtors and developers, and the top employers in Hillsborough County
- Design and implement specific project management procedures to ensure efficient and effective pipeline management
- Plan, execute, and track the EDC's domestic business development strategy, including outbound events and inbound FAM tours
- Provide leadership in the organization's efforts with business climate issues, including, but not limited to, incentives modeling, workforce development strategies, and marketing initiatives
- Develop an in-depth knowledge of the county's assets and meet on a regular basis with partners and investors to maintain and improve knowledge of the area's assets
- Represent the EDC at community events such as real estate association meetings and/or industry/trade organization meetings
- Collaborate with regional partners to address areas of mutual interest

- Act as the driving force in the development of the work ethic, culture, and values of the Business Development department and through personal example; establish the style and approach which will characterize the EDC's activities

Preferred Qualifications and Competencies

- Proven manager of people, processes, and issues, with attention to detail
- History of being resourceful and creative, and proactively creating opportunities
- Proven ability to successfully work through complex issues and projects
- Experience with developing and effectively managing budgets
- Exhibits strong executive presence as reflected by behavior, appearance, demeanor, and posture
- Proven executive, strategic, and long-term critical thinking capacity
- Establishes and communicates clear performance expectations, including results to accomplish, metrics to achieve and processes to follow
- Demonstrated strong work ethic, belief in the community and a passion for success
- Knowledge of incentive models used to recruit and expand business
- Ability to establish working relationships with local businesses, community leaders, and local associations to promote economic development efforts
- Ability to work within a network of allies and partners to manage effective business, community, and government relationships
- Impeccable presentation, writing and communication skills
- Exemplary skills in leadership, interpersonal relations, and ethics
- Considerable knowledge of proven marketing and communication techniques
- Willingness to be flexible, adaptable, and proactive in a constantly changing environment
- Bachelor's degree with a major in business, marketing, finance, or management preferred
- Seven years' experience working in economic development preferred
- Five years' experience in a supervisory role
- Certified Economic Developer (CEcD)
- Community development experience a plus

Working Conditions

- Occasional travel for meetings
- Some evenings and weekends may be required
- Work under and maintain confidentiality
- Eligible for remote work per TBEDC Employee Handbook policies

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

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. All applicants for this position are subject to pre-employment drug and background screenings.