



EMPLOYMENT OPPORTUNITY
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
QUINCY, FLORIDA

Director of Economic Development

Position Number #0441

County Administration

Salary Range: \$70,000-\$85,000 Annually*

Position Advertisement Closes: Open Until Filled

*****BACKGROUND CHECK AND DRUG SCREENING IS A CONDITION OF EMPLOYMENT*****

Under the general guidance and direction of the Board of County Commissioners and in collaboration with the County Administrator, the purpose of the Director of Economic Development position is to retain and expand the economic vitality of Gadsden County and implement proactive business development and activities to encourage new investments, businesses, and jobs to Gadsden County and its citizens. This position will help foster growth of the County's existing businesses and entrepreneurship ecosystem and coordinate with the City Municipalities of Gadsden on establishing the county as a regional hub for economic development activities.

ESSENTIAL FUNCTIONS:

Develops strategies to promote economic development initiatives for Gadsden County. Oversees the development and implementation of targeted activities to attract businesses and programs to reach prospective companies through qualified local, regional, national, and international business development leads. Plans and executes targeted local, regional, national, and international business development meetings, webinars, and recruitment trips; coordinates with regional economic development entities as needed. Manages engagement with key organizations focused on technology and innovation, including but not limited to local and regional resource providers, accelerators, trade associations, schools, colleges, and universities. Stays current on issues and trends that affect economic development initiatives, partners, entrepreneurs, companies, and investment activity; maintains a pulse of the economic development industry priorities and trends. Convenes and builds collaborations and relationships among key stakeholders, corporate enterprises interested in economic development including private equity, venture capitalists, high net-worth individuals, and relevant family-owned businesses. Assists with the development and implementation of an economic development strategic plan for Gadsden County that includes vision, goals, and objectives on a local, regional, national, and international basis. Works with research assistants to compile demographic and economic data to respond appropriately to inquiries and requests. Identifies areas of opportunity and weakness to improve the competitiveness of the County (community) within the technology and innovation and entrepreneurial support space. Assists existing companies to facilitate the retention and expansion of their business. Assists in creation of appropriate asset promotion on Gadsden County's website and other marketing materials, messaging, and content.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of managerial and professional economic development principles, practices, and procedures. Knowledge of applicable federal, state, and local laws, codes and regulations relating to general governmental management and economic development. Knowledge of financial tools (incentives) available on a local, state, and national level that benefit a company. Experience in lobbying and testifying before the Florida Legislature to advocate for and secure incentives for economic development. Excellent oral and written communication skills with ability to conduct training, communicate at panel discussions and make professional presentations. Skill in critical thinking with the ability to analyze projects, situations or statements and determine their validity. Skill in appropriate handling of politically sensitive and confidential information. Ability to work collaboratively including engagement across internal departments, third-party consultants, outside experts, and community partners. Ability to manage multiple projects, work under deadlines, stressful situations and solve problems quickly and effectively. Ability to establish and maintain effective working relationships with a diverse range of job-related contacts. Proficiency in the use of computers and related equipment, hardware, and software applicable to area of assignment.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration, Finance, Economics, Entrepreneurship, or related field. A minimum of 3 to 5 years' experience in economic and community development, and workforce development, intergovernmental coordination, experience with regional economic development initiatives, marketing, business incubator/entrepreneurial experience, and project management. Experienced at designing high-quality economic development programs, building robust relationships with key stakeholders, managing budgets, and identifying new business opportunities. Demonstrated success in developing and implementing marketing programs, significantly increasing capital investment, and generating employment. Proven track record of creating jobs, expanding tax bases from new and/or existing businesses. Knowledge of County management policies and procedures helpful, but not required. Possession of a valid state of Florida driver's license with a favorable driving record is a must.

Persons who need assistance to participate in the applicant process should contact the hiring authority in advance of the closing date. Applications must be received by the closing date of the advertisement to be considered. Email your resume directly to beckym@gadsdencountyfl.gov. If you have questions about the position please contact our office @ 850-875-8648 or 850-627-5334.

*Salary Commensurate with education and experience.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/VETERANS PREFERENCE EMPLOYER
The Gadsden County BOCC is a Drug Free Workplace