



Job Description – Project Manager

The Project Manager is a full-time, exempt position with One Okaloosa Economic Development Council located in Fort Walton Beach, Florida. The Project Manager assists existing businesses in maintaining their competitive positions, promotes workforce development partnerships, develops relevant, accurate and timely community proposals in response to information requests from prospective employers, maintains a comprehensive knowledge of key community assets and resources, and cultivates positive relationships with One Okaloosa EDC's many partners, stakeholders, investors and regional/state economic development allies. Specific responsibilities and approximations of time devoted by the Project Manager to each focal area are outlined below.

Existing Industry Support

45%

- Develop and implement an existing industry outreach process resulting in regular interface with key Okaloosa County employers operating in targeted industry sectors.
- Develop comprehensive knowledge of local workforce development / educational offerings available through local schools, colleges and universities and establish strong relationships with these entities.
- Develop working knowledge of local military installations and mission sets with an eye toward understanding how these missions positively impact the local economy and future workforce.
- Serve as “first 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.
- Support existing industries with completing and submitting local and state economic development incentives applications.
- Serve as staff lead for assisting prior incentive recipients with required annual compliance reporting processes.
- Serve as staff lead for One Okaloosa's quarterly Professional Webinar Series; work with the Executive Director to identify relevant and timely topics and recruit presenters.

New Business Recruitment

45%

- Develop comprehensive community proposals – including partner coordination – in response to prospect inquiries and Requests for Information (RFIs). Ensure that all deadlines are met.



- Develop prospect presentations and coordinate prospect site visit itineraries as required.
- Develop collegial professional relationships with CareerSource Okaloosa Walton staff, Enterprise Florida staff, Triumph Gulf Coast staff, real estate brokers and utility partners.
- Develop and maintain comprehensive knowledge of Okaloosa’s industrial / commercial building and site inventory including, but not limited to, site characteristics, physical characteristics, access and infrastructure.
- Maintain, manage and promote One Okaloosa EDC’s Building and Sites database – www.okaloosasites.com.
- Support prospective employers with completing and submitting local and state economic development incentives applications.
- Attend select target industry trade shows and other prospecting trips as requested.

Investor Growth & Community Relations

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, Roundtable Breakfasts, “8 at 8” breakfasts, TeCMEN meetings and the TeCMEN Industry Day. Provide relevant activity updates and reports as needed.
- Actively seek out and identify 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.

Qualifications

A college degree or relevant professional work experience in economic development or a related field is required. Excellent organizational, writing, research and interpersonal skills are essential. The ideal candidate must also be capable of effectively managing a number of concurrent deadlines. Additional qualifications including specific economic development coursework or internships will be taken into consideration.



Work Site Location / Schedule

The One Okaloosa EDC office is located on 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 in order to accommodate / support external meetings and events with advance notice provided.

Compensation / Benefits

The targeted salary range for this position is \$45,000 - \$60,000 annually, depending on qualifications, with annual performance incentive potential. The position qualifies for benefits including: 401(k) with employer match, employer-sponsored insurance (medical, dental, vision, life) and paid time off. Pre-approved business travel and business-related mileage are reimbursed at the current Federal rate. Job-specific professional development courses may also be considered for reimbursement.

About One Okaloosa EDC

Established in 1989, One Okaloosa EDC is dedicated to facilitating high wage job growth and transformative capital investments throughout the communities of Okaloosa County.

Structured as a 501 (c)(6) non-profit public/private partnership, One Okaloosa's investors include Okaloosa County, eight municipalities, education / workforce development partners, utility companies and more than 130 private sector businesses all committed to the area's economic well-being. More information about the organization may be found here:

www.oneokaloosa.org

Response Deadline

Interested candidates are requested to submit their resumes – including cover letter, recent work history and professional references – by **Friday, May 19, 2023** to Nathan Sparks at 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.