

MAJOR FUNCTION

This is professional and administrative responsibilities working closely with and for the Director-Office of Economic Vitality (OEV) and division managers to ensure that all programs, projects, and initiatives in the entrepreneurial and business retention, expansion and attraction spaces are implemented. The Coordinator will establish and maintain relationships with community stakeholders and state partners for efficient and effective program delivery. The Coordinator will assist businesses, specifically businesses in targeted industries, to navigate the financial incentives processes at the local and state level, and work with division managers to streamline and communicate the processes. The Coordinator will assist in internship program development and management. This position may involve travel to local, state, and regional communities. Work is performed under the direction of the Director-OEV.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Work with the Director-OEV and division manager to identify all existing programs, both within the Economic Development Organization (EDO) and the greater community, to coordinate engagement efforts and priorities. Assist in the branding, marketing and promotion of the Tallahassee and Leon County community for business attraction and talent retention and acquisition across sectors. Work with Director-OEV to manage administration efforts on behalf of the organization. Assist in the coordination of prospect visits, known as familiarization tours. Coordinate the project process for business recruitment, retention, and expansion projects with local and state partners. Utilize project management software to effectively record, track, measure and analyze project operations. Assist in centralized reporting and collaboration efforts among economic development partners. Establish and maintain relationships with organizations and individuals in the entrepreneurial ecosystem. Coordinate the industry sector engagement programs. Travel to conferences, professional development seminars and site selection events. Work with the division manager, Intergovernmental Agency, Economic Development Coordinating Committee, and economic development team to identify targeted industry clusters and assist in development of aligned initiatives related to talent acquisition and retention, workforce development, business development and business recruitment. Work with the Manager-Strategic Planning and Fiscal Accountability to establish and utilize best practices for project and program management. Assist in preparation and coordination of stakeholder meetings. Work with Director-OEV to create short-term goals and milestone-based targets to measure and report. Work with Director-OEV to create long term visioning for strategy and budget. Assist in establishment of internship program for OEV and provide management to program participants. Coordinate collection and marketing of major community events. Work with the division manager to create unified processes and administration of existing programs.

Other Important Duties

Performs special assignments, projects and related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of marketing techniques and principles, business development and project management. Knowledge of rules, regulations, and policies involved in the administration of assigned functions. A proven team player and self-starter. Ability to initiate and follow through on issues and projects, make informed decisions that comply with policies and procedures, complete tasks and solve problems. Ability to work effectively with all levels of internal and external associates, clients and colleagues. Can build bridges and achieve consensus among stakeholders. Ability to develop and maintain collaborative relationships internally and externally with private enterprises and public and

government officials. Capable of speaking genuinely and effectively with diverse audiences. Proven ability to forge authentic relationships with a wide range of civic, business, including developers, investors, bankers and community residents. Skill in the use of personal computers and associated programs and applications necessary for successful job performance. Excellent oral and written communication skills. Excellent and confident human relations skills. Diligent, detail and quality oriented, relationship-motivated, ethical, initiator, entrepreneurial, creative thinker, reliable.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration or a related field and one year of professional experience that includes economic development, community development or real estate development; or an equivalent combination of training and experience. A master's degree in an area mentioned above will substitute for the required experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at time of appointment.

Established: 03-08-16