

Grant County Economic Development Council

Job Description: Economic Development Specialist

Wage: DOQ; Candidates – please provide resume, cover letter, and salary requirements

Reports To: Executive Director

FLSA Status: Salary (Exempt); Full-time with benefits

PLEASE RESPOND TO: adam.st.mary@bbsihq.com

Basic Function:

The Economic Development Specialist is responsible for developing and maintaining relationships with local businesses with expansion plans, or recruiting of new companies to locate in Grant County. These responsibilities include identifying and implementing marketing and expansion strategies. There are research tasks related to the preparation of RFP/RFI documents for the WA Department of Commerce, site selectors, and corporate real estate executives. The Specialist participates in key external marketing activities, as well as internal community relations functions.

Essential Duties and Accountabilities:

- Works with the Executive Director to establish the marketing message, goals, and events;
- Conducts research related to our four targeted industries (aviation, agribusiness, advanced manufacturing, and data centers);
- Assists to update information on the website or other marketing databases;
- Prepares customized site location packets for interested businesses;
- Attends trade shows, industry conferences, and related events to promote Grant County;
- Works collaboratively with local industry groups, task forces, and associations;
- Attends port commissions, city council meetings, and identifies needed infrastructure projects for future economic growth.
- Determines business and community eligibility for federal, state, and local incentive programs;
- Updates the cost of living statistics and reports;
- Conducts economic development research of the local markets and produces appropriate reports;
- Assists with assembling and updating community profiles;
- Prepare and customize collateral and marketing materials;
- Must be able to prepare presentations and speak publicly about GCEDC activities to other interested groups, organizations, and municipalities;
- Maintains up-to-date project records, and provides progress reports to the Executive Director.

Economic Development Specialist Job Description, Continued:

Qualifications:

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Candidates should have a Bachelor degree; or major course work in business, economics, real estate, or a closely related field at an accredited college/university and four years of experience;
- Candidates must possess strong oral and written communication skills, organizational skills, and have demonstrated their ability to work with a diverse group of people;
- Successful candidates will be able to analyze complex business scenarios and identify the core issues driving those scenarios;
- Candidates must also be enthusiastic, committed to teamwork, and have a customer service orientation;
- Must work well under pressure to meet deadlines and require minimal supervision.
- CEcD designation is desirable, or will train for IEDC certification.
- This position may require a passport for international travel.
- A criminal background check is required.
- A non-disclosure agreement is required.

Supervisory Accountabilities:

This position reports to the Executive Director and has no direct reports.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is regularly required to speak and hear in an office environment.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee must be able to sit and operate a personal computer. The employee must be able to drive a vehicle and will be required to travel regularly in a car or airplane.

- The employee must have a vehicle and current driver's license and minimum insurance requirements as imposed by the State of Washington as demands of this position will require considerable travel within Grant County and possibly other parts of the State and region.