Tampa Bay Economic Development Council
Economic Development Manager Job Description

Department: Economic Development
Position: Economic Development Manager
Reports to Director, Business Development
Status: Full-Time, Exempt

Summary of Responsibilities

Under the leadership of the Director of Business Development, the Economic Development Manager will be responsible for pro-active outreach to Hillsborough County targeted industry businesses that have significant potential to create and retain economic based jobs in the County. The Economic Development Manager will build and maintain relationships with targeted industry companies and support their unique needs with various services and state/local programs. This will be accomplished through business visits, industry specific trade organization meetings, community meetings, phone calls and face-to-face meetings. In addition to managing a portfolio of existing businesses, the EDM will also be responsible for managing business recruitment projects and pro-active outreach to decision makers, influencers, and prospect companies.

Essential Functions

- Assist in marketing programs and services to local, target industry business contacts to generate new expansion projects.
- Engage with EDC stakeholders to maintain up-to-date program details.
- Market Career Source Tampa Bay's (CSTB's) programs and services to local businesses and meet metrics.
- Build and maintain a target list of companies within specific industries.
- Plan and conduct business visits within target industries to generate job creating projects, opportunities for workforce training grants, and to support the needs of local business.
- Work closely with our public partners and manage the financial incentives process for eligible projects.
- Manage expansion and recruitment projects from inception to completion.
- Serve as the EDC's knowledge expert on specific targeted industry sectors.
- Maintain accurate contact database and project status via Salesforce to allow for effective. project management and measurement of organizational metrics.
- Serve on strategic task forces and ad hoc committees, as needed.
- Collaborate with other EDC departments to attain the organization's performance metrics.

Preferred Qualifications and Competencies

- Bachelor's degree in Business, Economic Development, Public Administration, or a related field.
- Minimum of two years business development experience or experience within a specific targeted industry.

- Economic development experience preferred.
- Analytical, self-starter, team player.
- Customer service oriented.
- Must be able to work well under pressure and within tight deadlines.
- Make decisions based on logical analysis and sound judgment.
- Strong verbal and written communication skills, with an ability to express ideas clearly, concisely, and effectively.
- Comfortable with public speaking opportunities.
- Ability to research, organize, analyze, verify, and present information.
- Hands on knowledge of Microsoft Office software applications.
- Strong interpersonal relationship skills, with a demonstrated ability to work collaboratively and effectively with a wide variety of internal and external stakeholders.
- The successful applicant will have experience developing and making sales presentations, providing prospect client services, and simultaneously managing multiple projects.

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.