



OPPORTUNITY PROFILE DIRECTOR OF BUSINESS EXPANSION

Position & Summary of Duties/Responsibilities

The Economic Development Council (“EDC”) of Okaloosa County is seeking to fill the role of Director of Business Expansion. The Director of Business Expansion is a full-time, salaried position. The Director of Business Expansion oversees activities supporting business retention, expansion and attraction by interfacing with local and state partners. This staff member’s main focus is to successfully assist existing businesses by maintaining their competitive position while assisting targeted businesses looking to locate in Okaloosa County. This includes promoting state/local incentive programs and providing technical assistance to EDC prospects.

Specifications of Duties and Responsibilities

This position’s primary focus will be to effectively and efficiently execute a series of activities that facilitate the creation of new, high wage jobs. By supporting the growth of both existing and prospective businesses operating in diverse industry sectors, the EDC’s goal of economic diversification will be advanced.

A. Site Location (30% of time)

Maintain knowledge and resources of available sites to include, but not limited to, site characteristics, physical characteristics, access and infrastructure. Interface with partners to include businesses, consultants, property owners, real estate professionals and developers. Maintain, manage and promote the EDC’s Building and Sites database – www.okaloosasites.com.

B. Incentive Programs (30% of time)

Cultivate and maintain knowledge of all local and state economic development incentive programs. Have working knowledge of federal programs available for job creation and sustainment. Be innovative for additional incentive opportunities with respective partners. Correspond with companies, local partners, and state partners from incentive application, incentive award certification and compliance reporting on a continual basis.

C. Business Development / Marketing (30% of time including limited travel)

Develop prospect presentations and coordinate site visits. Enhance the EDC’s Social Media presence. Periodically update statistics and content featured on the EDC’s primary website (www.florida-edc.org) and assist with the successful execution of EDC meetings and events. Attend select targeted industry trade shows and marketing events as requested.

D. Research (10% of time)

Undertake data mining and on-line research as necessary to support all of the above items.

Qualifications

A college degree and a minimum of 2 years 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 EDC offices are 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-Friday, 40 hours/week excluding holidays. There is periodic deviation from the standard schedule to accommodate / support external meetings and EDC events with advance notice provided.

Compensation / Benefits

The targeted salary range for this position is \$42,000 - \$52,000 annually with performance incentive potential. The position qualifies for the following benefit programs: 401(K) Plan; Medical, Dental and Vision Insurance; Life Insurance; Holiday Pay; Paid Time Off. Pre-approved business travel and business-related mileage are reimbursed. Job-specific professional development courses may also be considered for reimbursement.

About the EDC

Established in 1989, the Economic Development Council of Okaloosa County 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, investors in the EDC include Okaloosa County, eight municipalities, education / workforce development partners, utility companies and more than 100 private sector businesses all committed to the area's economic well-being. More information about the EDC may be found here: www.florida-edc.org

Response Deadline

Interested candidates are requested to submit their resumes – including cover letter, recent work history and professional references – by Friday, August 23, 2019 to Nathan Sparks at Nathan@florida-edc.org. No phone calls please.

The 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.