



Economic Development Coordinator

Job Summary

The level of work ranges from monitoring economic development projects to assisting existing businesses. The employee is expected to engage with businesses to discern their areas of need and support. This position will function as a member of a team, be highly flexible, adaptable, and exercise confidentiality when required.

This position will also provide executive director and Associate Executive Director support.

Responsibilities

- Prepares project evaluations based on a cost and benefit basis.
- Prepares project status reports
- Coordinates partnerships and relevant activities to support businesses in Berkeley county.
- Exercises independent judgment, based on industry knowledge.
- Maintains the Development Authority database.
- Participates in special projects as needed and requested.
- Represents and organizes the Eastern Panhandle Entrepreneur Forum (EPEF) on behalf of the Authority.
- Performs a variety of functions to support business retention and expansion, utilizing local, state, and federal programs and partnerships.
- Ability to manage multiple and multi-component projects simultaneously.
- Demonstrate proficient skills and techniques.
- Prepares monthly reports of activities.
- Composes correspondence and presentations as needed.
- May be required to represent the Authority at community and partner functions.
- May be required to work early mornings, evenings, or weekends as needed.
- Reports to the Associate Executive Director.
- Performs other duties as assigned.

Skills and Attributes

- Knowledge of economic development principals, practices, and techniques.
- Knowledge of laws, ordinances, regulations, and policies of various government entities as they affect the business community.
- Knowledge of demographics and market trends.
- Ability to multi task and maintain flexibility.
- Ability to exercise initiative and independent judgment.
- Ability to establish and maintain effective working relationships.



Qualifications

Graduation from an accredited college or university is preferred. A minimum of five (5) years of responsible work experience at a level that required supervision or management of projects and programs in economic development, commercial banking, commercial real estate development, business assistance, public facility or infrastructure development, public and/or private finance, or workforce development is required. Computer literacy to include competency in Microsoft Office products is required. Must possess a valid driver's license.

Key Competencies

- Confidentiality
- Organizational and planning skills
- Adaptability/ flexibility
- Communication Skills
- Judgment and decision-making ability
- Initiative to improve processes
- Team member

This position is salaried and exempt. The annual pay range is \$48,000- \$58,000, depending on experience and subject to Board of Director approval. The benefit package includes medical, dental, and vision insurance as well as life insurance and retirement contributions. Aside from the daily work commute, additional travel, if required, is reimbursed at the federal mileage rate. Typical working hours are Monday through Friday, 8:00 a.m. until 5:00 p.m. with an hour unpaid lunch. Holidays are paid and annual and sick leave is accrued on a monthly basis.

To apply for this position, please email your resume, salary requirement, and two professional references to shamilton@developmentauthority.com by 5:00 p.m. on Friday, February 18th.

The Berkeley County Development Authority is an equal opportunity employer.