

**MAJOR FUNCTION**

This is professional administrative work responsible for managing activities to support economic and business development opportunities in Tallahassee-Leon County specifically within the identified target industry sectors of Applied Sciences/Innovation and Manufacturing. Manages implementation of the strategic actions identified by the Magnetic Taskforce to conduct business intelligence, identify potential customers, build an entrepreneurial pipeline and promote Tallahassee-Leon County as a location for magnetic technologies companies, and attract new companies and investments. This is a professional project manager position with a responsibility to work closely with and for the Director of the Office of Economic Vitality (OEV) and under the direct supervision of the Deputy Director for the Engagement and Operations Division to ensure that all business development programs, projects, and initiatives related to these industry sectors are implemented. This position will involve travel to national, regional, state and other communities.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, monitors, manages, and implements strategic/work plan initiatives, key actions from the Target Industry Study, and projects related Applied Sciences/Innovation and Manufacturing industry sectors from initiation to completion. The Applied Sciences/Innovation targeted sector maximizes the world-class resources at Innovation Park and two outstanding research universities, Florida State University and Florida Agricultural and Mechanical University and the National High Magnetic Field Laboratory. The Manufacturing targeted sector seeks to capture the economic benefits of innovation by making the products directly in Tallahassee-Leon County and directly complements the Applied Sciences/Innovation sector. Establishes and maintains relationships with businesses, higher education partners, research and development institutions/stakeholders, workforce development professionals, and others related to these industries, and key economic development ecosystem partners, specifically related to the targeted industries of Applied Sciences/Innovation and Manufacturing. Identifies targeted businesses best suited to locate or expand a facility in Tallahassee-Leon County. Markets assigned target industry-specific assets to prospective businesses and entrepreneurs. Determines and analyzes location criteria for business prospects; responds to information requests, and partners with local and regional economic development organizations. Prepares formal presentations for business prospects, plans, coordinates and guides company representatives on site and on community tours related to assigned target industry sectors. Implements strategic plans and key actions from the Target Industry Study for assigned sector(s) and attainment of goals, objectives, policies, procedures and work standards. Maintains thorough knowledge of new developments and/or technology specifically pertaining to assigned target industry sectors. Research business climate issues and conduct analysis for project proposals affecting assigned target industry sectors. Provides input into marketing, advertising, direct mail campaigns and other prospect development activities related to assigned target industry sectors. Collaborates with consultant/company/local partners during and after the incentives approval process, including compliance timelines, incentive payout schedules, workforce and repeat business. Establishes relationships with key individuals within assigned industry sectors through trade association involvement, industry events and other relevant avenues. Develops and maintains relevant relationships with businesses, higher education partners, research and development stakeholders, and others related to these industries, and key economic development ecosystem partners, specifically related to assigned target industry sectors. Acts as a liaison for current and prospective businesses; provides assistance with understanding local and state economic development rules, regulations, policies and procedures. Maintains and develops data on sector specific businesses, growth and opportunities while directing long and short-term planning and other studies and reports. Summarizes and surveys relevant literature and provides critical commentary related to assigned target industry sectors. Exercises independent judgment within general policy guidelines. Communicates effectively, verbally and in writing.

Other Important Duties

Performs special assignments, projects and related work as required.

**DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills

Knowledge of economic development best and emerging practices and principles, business development, and project management. Knowledge of rules, regulations, and policies involved in the administration of assigned functions. Ability to initiate and follow-through on issues and projects, make informed decisions that comply with policies and procedures, complete tasks in a timely manner, and solve problems. Ability to solve complex issues in a creative and collaborative manner effectively leveraging interdepartmental and external partners to serve prospects, consultants and previously satisfied clients. Ability to work effectively with all levels of internal and external associates, clients, and colleagues. Ability to develop and maintain collaborative relationships internally and externally with private enterprises and public and government officials. Ability to communicate and collaborate with diverse audiences. Ability to forge authentic relationships with stakeholders, including community residents and civic and business leaders. Competent with computers and associated programs and applications necessary for successful job performance. Excellent oral and written communication skills. Strong interpersonal skills. Diligent, detail and quality-oriented, ethical, initiator, creative thinker, reliable.

Minimum Training and Experience

Possession of a bachelor's degree in business administration, economics, marketing, engineering or a related field and three years of experience that includes economic development, tech transfer/commercialization, or private sector experience within the applied science or manufacturing or an equivalent combination of training and experience. A master's degree in an area mentioned above will substitute for one year of the required experience.

Necessary Special Requirement

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

Established: 03-14-18

Revised: 05-31-18