

# **Jefferson County Economic Development**

## **Economic Development Specialist**

### **JOB DESCRIPTION**

#### **General Statement of Duties**

The Economic Development Specialist assists in developing and implementing programs and activities to enhance economic vitality in Jefferson County, NY. Activities include facilitating business attraction, expansion, and retention; coordinating efforts with partner agencies to identify solutions that address impediments to economic development and barriers to business success; marketing of the county and surrounding region; promoting agency programs.

#### **Distinguishing Features of the Position**

The Business Development Specialist is responsible for working with individuals and/or entities interested in establishing new enterprises or improving the viability of existing operations in Jefferson County. The Specialist will aid in assembling financial packages and plans available to help finance business interests. This person will assist in identifying business needs and developing coordinated solutions. The person in this position will work with Jefferson County Economic Development staff, existing agencies and organizations, and local businesses to enhance Jefferson County's economic vitality.

#### **Typical Duties Include but are not limited to: Identifying Needs and Developing Solutions**

Assist in preparing, implementing and updating strategic plans for economic development.

Facilitate the development of solutions to address the needs and concerns of businesses including the shortage of trained, skilled labor.

Work with public and private sector interests to provide coordination of resources for the local industries.

Maintain a complete knowledge and understanding of the interrelationships of resources available for local businesses.

Help develop linkages between multiple business sectors.

#### **Financing**

Developing financial packages to help new business ventures establish in Jefferson County including the development of feasibility studies and business plans. Assist agencies and businesses with grant writing.

Assist in attracting new investments in Jefferson County.

Explore, evaluate and implement creative and innovative methods to maintain existing and new enterprises.

Encourage and help entrepreneurs take advantage of funding resources available.

#### **Marketing, Outreach, and Public Relations**

Assist in promoting and marketing Jefferson County for new business recruitment.

Follow up on leads for business prospects.

Assist with improving public awareness of Jefferson County Economic Development, especially enhancing our social media presence.

**Full Performance Knowledge, Skills, Abilities, and Personal Characteristics**

Grantsmanship, fund-raising, public speaking, and oral and written communication skills as well as proven leadership should be demonstrable. Person must have computer and Internet skills. Candidate must be sensitive to political environment. The person must be a self-starter, energetic, and a visionary. It is paramount that the candidate be a team player and responsive to industry. The person must have a cheerful, friendly, and empathetic but must also be assertive, professional, and business-oriented.

**About Jefferson County Economic Development**

Jefferson County Economic Development (aka Jefferson County Local Development Corporation) is the lead economic development agency for Jefferson County, NY. JCED also provides staff support to the Jefferson County Industrial Development Agency and the Jefferson County Civic Facility Development Corporation.

**Salary & Benefits**

Salary for the Economic Development Specialist will be in the \$60,000s, commensurate with skills and experience. The agency offers health, dental, and vision benefits, plus a 401(k) retirement plan.

**To apply:**

Minimum requirements are a bachelor degree and five years relevant professional experience. Salary in the in the \$60,000s commensurate with skills and experience. Submit cover letter and resume' via email to [info@jcida.com](mailto:info@jcida.com). Deadline: July 29, 2022.