

<b>Job Title</b>	Business Development Professional 02561
<b>Closing Date/Time</b>	Wed. 09/05/18 4:59 PM Eastern Time
<b>Salary</b>	\$29.01 - \$34.39 Hourly \$60,340.80 - \$71,531.20 Annually
<b>Job Type</b>	Full-Time
<b>Location</b>	Stafford County, Virginia
<b>Department</b>	Economic Development

[Job Description](#) [Benefits](#) [Supplemental Questions](#)

Performs highly responsible, professional, and administrative duties related to the department's business retention, expansion, and recruitment programs. Implements marketing strategies, conducts financial and budget analysis while supporting development of the department's policy related to economic development activity; does related work as required. Work is performed under general supervision of the Economic Development Manager and Director of Economic Development & Tourism. Supervision may be exercised over subordinate staff.

**Examples of Duties:**

Planning, implementing, and managing programs that promote the County as a premier business location; conducting direct business visits and follow-up activities to promote the expansion or attraction of business; coordinating Stafford County's economic development recruitment initiatives; supporting and assisting in the promotion of Stafford County's broader economic development goals to include preparing financial analysis, budgets, and maintaining files and records.

Coordinate the collection and organization of economic development statistics for policy analysis and preparing appropriate reports of economic development results for use by County staff and local economic development efforts; communicating and demonstrating the status of our economy, job creation efforts, and economic development policy effectiveness;

Direct contact with owners and C-Level executives and follow-up activities to assist and encourage business expansion and attraction.

Administer applications and records, and monitor performance concerning economic development incentives offered by the County;

Assist in policy and cost/benefit analysis to develop programs and negotiate with major business prospects to induce quality employers to expand and/or relocate to Stafford County;

Coordinate the preparation of data and documentation for marketing presentations to business prospects in promotion of Stafford County economic development;

Works with Stafford County agencies and departments to facilitate County efforts to assist attraction, expansion, and retention of businesses;

Develops and utilizes a strong relationship with County, Region, State agencies, economic development, commercial real estate, development and trade associations, and other agencies;

Represents the County's development goals and objectives in various public and private forums;

Generally reports to Economic Development Manager and assists in delivery of overall economic development program as directed by the Director; and

Performs related tasks as required.

**Typical Qualifications:**

Thorough knowledge of the principles, practices, techniques, and methods for planning, developing, and maintaining an economic development program; general knowledge of the principles, practices, techniques, and methods for developing and implementing marketing and economic development programs; general knowledge of the geographic layout of the County and surrounding areas; ability to plan, develop, and implement advertising and marketing strategies; ability to develop and write promotional copy, speeches, and correspondence; a high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to solve complex problems; independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with County-wide policies; skill in public speaking before groups of various sizes; skill in use of personal computers and to use a variety of office machines; ability to work independently; ability to maintain effective working relationships with coworkers, community and business leaders, media, County officials, and state, federal, and local economic development agencies; ability to express ideas and present programs and in an enthusiastic and dynamic manner.

**Supplemental Information:**

**Preferred Qualifications:**

Graduation from an accredited college or university with a Master's degree in Economics, Finance, Public Administration, Business Administration, or other related acceptable fields and at least three year of experience in economic development or business fields.

**Minimum Qualifications:**

Graduation from an accredited college or university with a Bachelor's degree in Economics, Finance, Accounting, Public Administration, Business Administration, or other related acceptable fields and two years of experience in economic development or business/accounting fields or any equivalent combination of related training, professional certifications, and experience that provides the necessary knowledge, skills, and abilities.

