

Hanover County Government
Economic Development
Deputy Director of Economic Development
Salary Range - \$ 85,827.00 - \$115,872.00
Job Type – Full Time

General Description: This is an executive level professional position. The incumbent performs complex and difficult work developing and providing information for economic development of the County, and to provide critical support where needed involving strategic initiatives.

Organization: The Deputy Director of Economic Development reports to the Director of Economic Development and works closely with the Existing Business Manager as well as the Marketing Manager where needed to support project activity and marketing initiatives. The incumbent oversees the department in the absence of the Director.

Essential Functions:

- Primary focus to include the attracting, securing and retaining commercial and industrial development for the tax base.
- Handles the initial preparation and review of all prospect proposals, ROI Models, RFP and RFI submittals and the updating of key site information and demographics.
- Develops and maintains relationships with local, state and national brokers, developers, real-estate professionals and site consultants.
- Develops and maintains supportive and cohesive relationships with other local, regional and state economic development organizations
- Works closely with the Existing Business Manager to insure support where needed for existing industries including expansions, site visits and the facilitation of grants through Federal, State and local channels.
- Manages the development, coordination and continual maintenance of our extensive databases to include: Sales Force, Co-Star, Virginia Scan and Chmura Analytics.
- Works closely with the Marketing Manager to develop the yearly annual report along with concepts, design and production of marketing materials both digital with our online presence as well as print advertising where appropriate.

- Prepares and presents detailed overviews and marketing materials to a wide variety of organizations, businesses and County officials.
- Provides assistance and support in resolving problems encountered by established businesses and prospects alike.
- Prepares reports, draft policies/procedures, and makes presentations as needed.
- Attends regional, national and international marketing missions in conjunction with the Greater Richmond Partnership and Hanover County as needed.
- Performs related work as assigned.

Knowledge, Skills and Abilities: Knowledge of economic development marketing principles and practices and of Hanover County and its development potential. Must have the ability to work in multiple program areas simultaneously; deal effectively with people at all levels; express ideas clearly both verbally and in formal presentations. Must have the ability to supervise, consult and advise both on a subordinate and supervisory level. The ability to bring the team together for achieving common goals and objectives is critical.

Education, Experience and Training: Bachelor's degree in economics, marketing, business administration or related field required. Master Degree preferred or some equivalent with a track record of at least five (5) years as a practitioner of economic development, with preferred supervisory or managerial experience. Background in economic development/industrial recruiting and/or marketing both domestic and international preferred –OR- Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities are acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- Work beyond normal schedule

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com.