Hanover County Government  
Economic Development  
Existing Business and Project Manager  
Salary Range: $60,735.00 - $82,000.00  
Job Type: Full Time

General Description
This is a professional position. Under general supervision, performs work of considerable difficulty in the development and execution of marketing and sales strategies while also assisting the Deputy Director in a support role to attract new business and investment to the County, assist existing companies with expansion projects, and support entrepreneurship and small business development to strengthen the County’s tax base; performs related work as required.

Organization: The Existing Business & Project Manager reports to the Director of Economic Development and supervises no staff.

Essential Functions:

- Participate in local, regional, and state economic development activities and events that provide networking opportunities;
- Includes monitoring of project status and specifications through regular follow-up/contact with prospective business;
- Updates sites, prospect leads and existing industry expansions through our economic development applications.
- Manages outreach activities to existing businesses, to include assistance with expansion plans, providing technical assistance, providing programs and seminars, monitoring industry trends.
- Manages the local Business First Program in cooperation with the Greater Richmond Partnership, including the management of the volunteer interview team.
- Coordinates requests for assistance with an appropriate response involving state, local, and other resources.
- Develops and implements an appropriate Business Appreciation Program.
- Manages working relationships with key personnel at the appropriate Federal, State and Regional agencies.
- Conducts personal visits to Hanover County Businesses to assess business climate issues and concerns.
- Collaborates with Marketing Manager and Deputy Director to develop materials that attract new business and retain existing businesses.
- Assists the Deputy Director with handling incoming leads, planning site visits, reviewing requests for information, and traveling as needed.
- Provide timely and effective responses to prospect inquiries to include RFP’s, RFI’s and providing site/building recommendations;
- Works with other County agencies and departments to resolve concerns and to facilitate county-level efforts leading to business expansion and/or retention opportunities.
- Participates in local and regional committees and boards addressing business issues and concerns such as workforce development, education and training, and government relations.
- Develops and administers a small business development program, including counseling and direct assistance to prospective entrepreneurs.
- Provides staff support and leadership to business incubation/start-up efforts.
- Identifies and recruits business mentors among existing businesses for business incubation/start-up efforts.
- Establishes and maintains a database of existing Hanover County businesses.
- Performs related work as assigned.

Working Conditions:
A. Hazards
· None known
B. Environment
· Office
· Field
C. Physical Effort
· Minimal
D. Exempt

Knowledge, Skills and Abilities: Requires the knowledge and ability to develop, manage, and maintain all aspects of an existing business assistance and entrepreneurial programs. Must possess the ability to analyze, develop and maintain a database for existing businesses, meet deadlines, work independently and effectively with others in a team-oriented environment. Must possess a thorough understanding of small business practices and requirements and knowledge of computer information and data base systems. Requires excellent communication skills, both oral and written. Knowledge of federal, state, and local resources and their roles in business retention, expansion, and entrepreneurial efforts programs and incentives, preferred. Requires familiarity with research and technical economic development applications for tracking leads, prospects and strategic sites; ability to interact with corporate executives, business leaders, and senior management personnel; ability to react to the "unexpected" quickly and effectively; knowledge of foreign business practices; ability to recognize problems and exercise good judgement; knowledge of business operations/issues, financing programs, and tax structures; knowledge of land development practices and real estate terminology;

Education, Experience and Training: Requires four-year college degree or equivalent experience and a minimum of three (3) years experience working in a business or economic development environment. Prefer a degree in Business Administration, Economics, Marketing, or Urban Planning.

Special Conditions:

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

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