

Virginia's i81-i77 Crossroads

🌐 i81-i77crossroads.com



Position Title

VIAA Economic Development Manager

PRIMARY RESPONSIBILITIES

PROJECT MANAGEMENT

- Serve as point of contact for business inquiries, leads, and prospects for 3 partner localities
- Accurately document, complete, and respond to RFIs for prospect companies
- Utilize CRM system to document and track prospects, leads, and projects. Become knowledgeable and proficient with Salesforce platform
- Obtain comprehensive knowledge of regional and state business environment, as well as all incentive programs related to economic development projects
- Manage projects from initial inquiry until closure/announcement

BUSINESS RETENTION

- Develop method and system for organizing annual or bi-annual meetings with top manufacturing/IT/industry employers in territory
- Punctual follow-up to assist regional employers by facilitating steps to address needs and manage active expansion projects
- Participate in local and regional organizations that service local industry

SPECIAL PROJECTS

- Assist localities in creating yearly ED plans and/or materials. Prospect company outreach when requested
- Identify and communicate locality economic needs. Assist with addressing deficiencies
- Assist with planning and hosting regional tours for prospects and consultants
- Build positive relationships with stakeholders, VEDP, government agencies and other economic development allies
- Liaison for local administrative offices on all issues related to economic development
- Assist with organizing executive committee, investor committee, board meetings and other organizational gatherings
- Other Duties as assigned

REQUIRED SKILLS

- Strong organizational & project management skills. Ability to prioritize projects autonomously
- Proficiency in Microsoft Outlook, Word, Excel, and Power Point. Also, proficiency with or ability to learn CRM programs
- Familiarity with databases and CRM programs
- Excellent written and oral presentation skills
- Excellent interpersonal skills that create an ability to gain the trust and confidence of stakeholders, allies, and prospects
- Customer service orientation
- Ability to excel in a small team-oriented work environment
- Analytic skills
- Strong memory and recall to serve as an informational resource
- Strong organizational skills and ability to prioritize as well as multi-task
- Self-motivator with ability to approach job responsibilities from an entrepreneurial perspective
- Valid driver's license and must be able to obtain a passport
- Understanding of the mission and goals of VIAA
- Willingness to travel domestic and internationally (if needed)
- Willingness to work irregular hours as needed.
- Commitment to continuous improvement in all job responsibilities

DESIRED EXPERIENCE & QUALIFICATIONS

- Minimum undergraduate degree in business, marketing, or related fields
- Economic development experience preferred or local government project management
- Familiarity with commercial real estate
- Business acumen
- Familiarity with local government departments & processes
- Work on deadline-oriented projects
- Strong desire to learn and make a difference

Please send resume and inquiries to jlewis@viaalliance.org

