



## King William County Business Development Specialist

<b>SALARY</b>	\$23.35 - \$37.35 Hourly \$48,560.00 - \$77,696.00 Annually	<b>LOCATION</b>	King William, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	092923
<b>DEPARTMENT</b>	Economic Development	<b>DIVISION</b>	Economic Development Admin
<b>OPENING DATE</b>	09/29/2023	<b>CLOSING DATE</b>	Continuous

### General Description

The Business Development Specialist is a responsible professional to coordinate activities related to business development, expansion, recruitment, and retention. The successful applicant will establish and maintain effective and cooperative relationships with the existing business community and the general public. Work involves the production of confidential, comprehensive and customized proposals using a variety of media. Comfort with financial analysis and understanding of spreadsheets is required; expertise preferred. The individual maintains a comprehensive research library on competitive business assistance programs, economic trends, demographics, labor, etc. The individual serves as the staff liaison for the King William Economic Development Authority and other economic development organizations as well as other County boards and commissions. Strong knowledge of organization building and management is needed to form and maintain relationships with businesses, volunteer organizations, private developers, and elected officials. The ideal candidate will be ethical, respectful, approachable, trustworthy, apolitical, and committed to service. He/she will be adaptable to changing needs, build partnerships and collaboration across agencies and organizations that have similar objectives, while seeking to enhance the County's ability to meet community needs. They must be able to show fairness as well as patience, humility, and a sense of humor while dealing with customers and co-workers.

### Essential Functions

1. Serves as coordinator for potential industries and businesses considering new location or expansion; shows sites and arranges meetings with local officials; researches land and coordinates contacts for the property; serves as liaison during plant or facility construction; investigates labor supply, utilities, and works with various groups to ensure the availability of an adequate, well trained workforce for industrial concerns; coordinates permits and development review with County planning/inspections.
2. Develops marketing tools for the economic development of the County including brochures, flyers, booklets, website, advertisements, etc.
3. Develops a network of contacts to identify potential development sites; monitors building projects and works with local officials. Coordinates efforts with a wide variety of local, regional, and state groups such as regional and state development partnerships, and others.

4. Develops grants and funding sources to support infrastructure and/or building improvements; researches, writes and contracts for grants procurement and administration; lobbies and works with Department of Transportation for road and highway improvements and keeps abreast of long range transportation plans. Identifies potential grants and funding sources to support economic development, infrastructure improvements, etc.; assists with the development of grant applications.
5. Maintains contact with state industrial developers, community leaders, and representatives of businesses and industry.
6. Maintains current records on sites and buildings, and reports changes to the State industrial developers; keeps files and statistics on labor wages, demographics, economic base, maps, profiles, utilities, retail sales, building permits, finances and schools; reports on growth announcements and statistics on various agencies.
7. Prepares budget recommendation for EDA; Establishes yearly goals and objectives. Submits monthly activity report to the Board of Supervisors and County Administrator. Provides additional reports and updates as necessary.
8. Serves as staff resource and technical consultant to the EDA and County Administrator. Makes presentations to EDA and Board of Supervisors on infrastructure expansion to support new or expanding industry.
9. Participates in many community, local government, and regional boards and commissions to gain knowledge of initiatives and build relationships in King William and the surrounding areas.
10. Work requires considerable travel within County, region, and state. Approximately fifty percent of business will be conducted outside of King William County.
11. Work is evaluated through conferences, reports for productivity and level of economic growth within the community - examples may include but will not necessarily be limited to the amount of new taxable small business investment made in the community, job growth and the growth of tax revenue being generated in King William County.

## **Knowledge, Skills, and Abilities**

1. Principles, practices and processes involved in economic development
2. Principles of management, business, their organizational procedures, and financing
3. Knowledge of economic, social, and technological resources available in the economic development field
4. Knowledge of the assets of the community and federal, state, and local laws pertaining to economic development and planning
5. Plan, organize, and effectively develop economic development leads for the County including building consensus among diverse group
6. Marketing principles and practices
7. Local, regional, state, and federal resources and agencies available to assist with various economic development activities
8. Information technology as it applies to the development of information and to the recruitment and retention of economic capital
9. Data collection and analysis, and establishment of data bases about pertinent County statistics and demographics
10. Effective communication/customer service skills
11. Establish and maintain effective working relationships with industry and business executives and owners or representatives, public officials at the local, state and federal levels

## Education, Training, and Experience

Required:

Graduation from a four year college or university with a degree in business, planning, economics, public administration or related field supplemented by training in economic development and a minimum of five years considerable professional experience in industrial or economic development; or an equivalent combination of education and experience.

Preferred:

5 years' experience in economic development; Master's degree (MPA or MBA) Certified Economic Developer (CEd), graduate of the Economic Development Institute, National Development Council certification. Experience and knowledge of sales is preferred.

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**Agency**

King William County

**Address**

180 Horse Landing Rd.

King William, Virginia, 23086

**Phone**

(804) 769-4968

**Website**

<http://www.kingwilliamcounty.us>