

Vice President of Economic Development

The Vice President of Economic Development performs a variety of routine and complex administrative, technical and professional work in the preparation and implementation of economic development plans, programs and services.

A. Management – 35%

- Partner with CEO to assist in the development of strategic initiatives that align with the mission and objectives.
- Provide general oversight and operational guidance to office staff.
- Responsible for assisting in managing the financial operations, ensuring compliance with financial regulations, and providing strategic financial guidance (i.e., managing budgets, forecasting financial performance, and analyzing financial data to support decision-making processes).
- Develop, implement and enforce policies and procedures of the organization in order to improve the overall operation and effectiveness of the organization.
- Responsible for general HR compliance, assisting staff and general office oversights.
- Assign projects to manage pipeline with Project Managers based on skills, workload, and project-fit
- Support President/CEO with operational matters as needed.
- Support President/CEO with strategic initiatives.
- Assist President/CEO with creating budget and fiscal oversight.
- Ensure projects are completed on time and on budget, and manage the overall successful operation of the staff.
- Provide guidance and direction to staff, and facilitate the implementation of new processes and systems.
- Manage, monitor and assist in evaluation of staff performance against goals and performance expectations.
- Ensure staff has appropriate tools and resources to complete job function.
- Participate in the hiring and training of new team members, and provide training and mentorship as needed
- Support staff growth and development, and enhance professional development and personal growth.
- Manage staffing of intern(s) as needed.

B. Project Management – 25%

- Develop short and long range economic development plans to recruit and retain companies.
- Gather, interpret, and prepare data for studies, reports and recommendations.
- Make presentations to supervisors, boards, commissions, civic groups and the general public.
- Provide information on economic development issues, programs, services, and plans.
- Prepare, maintain info on utilities, taxes, zoning, transportation, community services, financing tools, etc.
- Respond to requests for information for economic development purposes.
- Prepare data sheets and other information.
- Respond to local citizens inquiring about local economic development activities and opportunities.
- Prepare a variety of studies, reports and related information for decision-making purposes.
- Monitor local, state and federal legislation and regulations relating to economic development, and reports findings, trends and recommendations to supervisor.
- Assist with preparation of graphics, charts, tables, promotional materials, for economic development activities.
- Serve as a member of an economic development task force composed of private, local, county or state groups.
- Prepare, write and administer grant applications related to economic development.
- Coordinate activities with other departments and agencies as needed.

C. Marketing –20%

- Provide planning and oversight of GADC's external marketing efforts.
- Provide marketing oversight to consultants and current companies.
- Participate in consultant trips.
- Provide oversight of execution of Project Manager's consultant trips.
- Assist with preparation of President's monthly Board report.
- Foster and maintain great partnerships with assigned GADC municipal partners, community partners and investors.

D. Product Development –20%

- Work with the local land-owners and the development community to identify new sites for industrial and commercial development.
- Coordinate with State and Local Agencies to identify and secure grant funding for studies and infrastructure development.
- Issue RPFs for engineering and environmental evaluations of sites and buildings.
- Propose changes to County Zoning and Permitting as needed to support strategic objectives.
- Look for infill and redevelopment opportunities within the County and its municipalities.
- Proactively assess and identify opportunities to repurpose sites.

Essential Skills and Experience

- Bachelor's degree in urban planning, business, public administration, economics, marketing, finance, or related field.
- Proven experience in strategic planning and project management.
- Minimum 8 years of economic development or industrial recruiting experience.
- Minimum 5 years management experience.
- Minimum 5 years product development experience.
- Proven experience in financial management, preferably in a similar industry.
- Considerable working knowledge and in-depth experience with South Carolina incentives.
- Considerable knowledge of business development; considerable knowledge of economic development; working knowledge of municipal zoning and infrastructure; working knowledge of planning programs and processes.
- Ability to communicate effectively orally and in writing with industrialists, architects, contractors, developers, owners, supervisors, employees, and the general public; ability to establish effective working relationships.
- Ability to interact diverse personalities to include executives, industry officials, contractors, developers, owners, supervisors, employees and the general public with diverse personalities on a regular basis.
- Ability to thrive in a fast-paced, multi-task environment. Ability to coordinate and manage projects.
- Strong written and oral communication skills; including proofreading skills.
- Computer skills, including proficiency in Word, Excel, and PowerPoint.
- Valid South Carolina driver's license.
- Some outdoor work may be required to facilitate events.
- Professional demeanor, team oriented, positive and engaging attitude.
- Highly self-motivated, self-directed, with ability to meet deadlines.
- Strong organizational skills (record keeping, time management, follow up, etc.).
- Excellent attention to detail, sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.
- Strong interpersonal and customer service skills required.
- Experience working in a team-oriented, collaborative environment.
- Ability to effectively prioritize and manage day-to-day tasks in an efficient manner; recognizes, clarifies and prioritizes concerns.
- Ability to handle confidential and financial information appropriately.
- Ability to tactfully handle stressful and difficult situations.
- Strong problem solving skills.
- Strong ethical standards; ability to create trust and integrity with co-workers and community.
- Personal attributes that include reliability, professionalism, ability to work independently, positive attitude, and ability to remain calm in stressful situation.
- Regular and sustained attendance.

Beneficial Skills and Experience

- Master's degree in urban planning, business or public administration, economics, marketing, finance, or a related field.
- 8 years of economic development or industrial recruiting experience, preferably in South Carolina.