

Business Development Manager

Application Deadline: December 9th

Organization: Orange County Economic Development Corporation

Street Address: 123 S 6th Street

City: Orange

State: Texas

Zip: 77630

Population:

83,000



ABOUT THE ORGANIZATION:

The Orange County Economic Development Corporation is a non-profit corporation organized under the Development Corporation Act of 1979, as amended. The Corporation is funded through a tiered membership structure and is open to all governmental, for-profit and non-profit organizations in accordance with its By-Laws. The Corporation is governed by a Board of Directors and advises Commissioner's Court of Orange County on economic development related initiatives within Orange County. It is the mission of the Orange County Economic Development Corporation to develop and support policies and programs explicitly directed at improving the business climate through specific efforts directed at creating and retaining jobs that facilitate growth and provide a stable tax base throughout Orange County.

JOB DESCRIPTION:

Under supervision of the Executive Director, the Business Development Manager is responsible for professional and complex administrative functions in support of economic development for Orange County. Duties include, but not limited to, management of economic development programs, serving as community liaison for the Economic Development Corporation, managing public relations, and conducting research for economic development projects.

ESSENTIAL FUNCTIONS:

Essential functions may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by the Business Development Manager:

- Manages Hotel Occupancy Tax Committee, application process, evaluation and project allocation.
- Prepares official reports, memos and email communications in response to inquiries from members of the electorate, other agencies, interested citizens, and public and private organizations.
- Manages social media presence with regular updates, original content and extended audience engagement.

- Responsible for overseeing the maintenance of the economic development website, to include providing information to third-party administrator, updating site as appropriate, and ensuring all information is accurate and current.
- Provides analytical support and analysis on projects, including, but not limited to, conducting technical research, compiling and analyzing data, evaluating findings, identifying significant issues and/or alternatives, determining options; preparing a variety of reports; and developing recommendations.
- Collects, organizes, analyzes, and prepares material in response to requests for program information.
- Supports workforce development initiatives in collaboration with local agencies, Lamar State College Orange, Lamar University and Orange County school districts.
- Performs administrative board management responsibilities as liaison to the Economic Development Corporation Board of Directors.
- Prepares marketing materials for business development purposes for distribution locally, nationally and globally.

KNOWLEDGE:

- Microsoft Office suite Databases
- Federal, State and local government organization, administration and legislative processes
- Project planning and implementation
- Ability to understand business research software including federal and state systems, as well as third party applications
- Economic development considerations and/or incentives

SKILLS:

- Conducting data queries and analysis in large data sets.
- Skill drafting reports, memos and email communications.
- Providing analytical consultative services and technical assistance.
- Maintaining files in electronic and paper format pursuant to policies.
- Effectively conveying information and encouraging an exchange of ideas.
- Ability to present ideas concisely and effectively, both orally and in writing.
- Ability to develop and maintain professional relationships with employees, citizens, community and private organizations, elected officials and boards and commissions.

ABILITIES:

- Simultaneously administer multiple projects in conjunction with day-to-day activities with limited supervision.
- Interpret guidelines, policies, procedures and regulations including those in Texas Administrative Code, agreements, and other relevant documents.

- Evaluate fiscal data for reasonableness, necessity and conformity with program requirements.
- Work with others to achieve a common goal. (Teamwork)
- Adjust to changing workplace demands. (Adaptability)
- Meet the needs and expectations of internal and external customers. (Customer Service)
- Effectively demonstrate skill and ability to perform the specific job duties and tasks as defined by a job description. (Technical Competence)
- Be dependable, meet deadlines and produce high-quality work. (Workload Management/Productivity)
- Handle confidential information in the highest regard by adhering to confidentiality guidelines and policies.

QUALIFICATIONS EDUCATION:

Graduation from an accredited college or university with a bachelor's degree is preferred.

REQUIRED EDUCATION: A two-year certification in a business-related field of study or three (3) years of experience in a related field of employment.

EXPERIENCE:

Three (3) years of experience in research and planning, data analysis and/or policy development relating to general government tax programs or government economic development initiatives and measures, marketing, community relations or hospitality.

SALARY:

\$20.00-\$25.00/Hr; DOE, plus benefits

SUBMIT APPLICATION TO:

To be considered for this position please contact Jessica Hill, Executive Director, at jhill@orangecountyedc.com with a statement of interest and résumé. In your interest statement, please include your current position title and highlights of your accomplishments in your current position. Applicants selected as finalists for the position will undergo verification of current and previous employment, verification of education, criminal history background check, and verification of professional references. Information from your application and résumé may be subject to release to the public, under the Public Information Act, at any time during or after the hiring process. In compliance with the Americans with Disabilities Act, the Orange County Economic Development Corporation will make every reasonable effort to accommodate your needs. For questions about the position, please contact Jessica Hill, Executive Director at jhill@orangecountyedc.com or call at 409.883.7770. Final applicants for employment are subject to drug testing and background screening.