



**Birmingham Business Alliance**

**The Chamber for Regional Prosperity**

**505 20<sup>th</sup> Street North, Suite 200**

**Birmingham, AL 35203**

**205-241-8136 (direct)**

#### **Economic Development Specialist**

The Economic Development Specialist (EDS) at the BBA is a multi-faceted position, touching on multiple areas of responsibilities within the ED division, and in other divisions across the organization as required. On project management activity, the EDS will be expected to serve in a range of roles: as an assistant to the primary project manager, as the primary project manager, as the person to coordinate and plan prospect visits, or to otherwise assist others in supporting, coordinating and planning same, as well as special events. Additionally, the EDS will be asked to assist and support the Director of Research on any required economic development research activities.

The EDS maintains, and assists others within the division, on software databases that track the overall flow of project activity and management within the division. The EDS updates and maintains the division's site-selection consultant database and assists (or leads) in the gathering and dissemination of information to those consultants, and assists the Director of Research and others on RFI/RFP completion, demographic research, trend analysis, project proposals, and original research on behalf of the organization for the regional MSA.

The EDS is also responsible for data input to various databases and search engines related to sites and buildings inventory. This requires the ability to work collaboratively with real estate professionals, as well as local, regional and state economic development colleagues. The EDS further serves as a liaison to the

Alabama Department of Commerce on project notification issues, as well as with other state and local level allies and entities.

The EDS is responsible for gathering the data and writing the draft for written reports to investor and ally entities that require regular reporting. Referencing the first sentence in this description, employees at BBA will always work under the expectation that they will assist other staff members, in a range of duties, as needed and as assigned.

The ideal candidate will have a Bachelor's degree or higher, preferably in a business and/or economic field, and should demonstrate excellent written and verbal communication skills. Experience in an economic development environment is a plus, as is any post-graduate economic development accreditation. Proficiency on web-based, computer-based, and specialized software is required.

**Please direct all inquiries to Rick Davis, Sr. Vice President for Economic Development, at 205-241-8136, or [rdavis@birminghambusinessalliance.com](mailto:rdavis@birminghambusinessalliance.com)**

**EDAA**

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