

## **Williamson, Inc. Economic Development**

Job Title: Economic Development Manager  
Salary: Commensurate with experience  
Job Type: Full Time with Benefits

Under general direction, responsible for assisting in the planning, implementation, and coordination of economic development programs and initiatives and for providing support for department operations; performs related work as required. This position reports to the Chief Economic Development Officer.

### **Essential Job Functions:**

- Assist in the planning and development of the organization and methodology of economic development initiatives including the completion and analysis of social, economic and other data for marketing and project management purposes
- Conduct periodic reviews and essential research for the maintenance/update of website and electronic communications including: Tracking company employment numbers and functions, tracking new business licenses and creating/updating PowerPoint and Prezi presentations
- Collect data and maintain available site and property databases
- Compose monthly department reports as assigned
- Assist with Economic Development marketing communications and manage customer relationship management (CRM) database
- Assist with the Williamson Economic Partnership investor communications
- Schedule and coordinate department meetings including the Williamson County Economic Development Council quarterly meetings and other events as needed
- Assist with some administrative duties, such as setting appointments, completing expense reports, and organizing or facilitating meetings
- Work special projects as assigned

### **Minimum Requirements:**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Management, Planning, Economics, Design or closely related field and two (2) years of professional experience in Economic Development programs and activities. Equivalent combination of training and experience is acceptable.
- Ability to accomplish following tasks: plan, develop and coordinate economic development programs; prepare technical reports and materials; make oral presentations; establish and maintain effective working relationships with fellow employees, officials, businesses and the general public; and maintain a customer management database.
- Knowledge of the following software preferred: InDesign, Microsoft Office Suite, Constant Contact, WordPress, Adobe editing suite and Prezi
- Graphic Design or marketing experience a plus
- Strong grammatical and writing skills are required
- Must be able to travel 20% of time and capable of working on multiple projects/initiatives simultaneously.

### **How to Apply:**

If you believe your qualifications meet the listed requirements, please submit a cover letter and resume by e-mail to [patrick@williamsonchamber.com](mailto:patrick@williamsonchamber.com) with subject line "Application - Economic Development Manager". Only candidates selected for interviews will be notified. No calls, please.





Application Deadline: August 21, 2017 or until position is filled. Submitted applications will be reviewed as they are received.

About Williamson, Inc.

Williamson, Inc. incorporates both the Chamber of Commerce and Economic Development, which together provide unparalleled access to education, leadership development, relationship-building and up-to-the-minute information about doing business in the country's fastest growing county for the last 5 of 6 quarters.

Williamson, Inc. Economic Development is the single point of contact for the coordination and facilitation of the continued development of the economy of Williamson County and its six municipalities. Our strategic initiatives include higher education, workforce development, regional cooperation, strengthening existing businesses, recruiting businesses, and enabling a strong entrepreneurship ecosystem.

