



**GROW Licking County Community Improvement Corporation**

**Position: Economic Development Manager – Existing Industry & Workforce Development**

**Salary Range: \$70,000 - \$85,000**

The Economic Development Manager assists the Executive Director in the implementation of GROW Licking County Community Improvement Corporation's key areas of focus. These areas include:

- Workforce Development programming
- Business Retention & Expansion programming
- Business Attraction Activities

The essential functions of the job are not limited to those listed in the job description. The GROW Licking County Executive Director retains the discretion to add to or change the duties of the position at any time.

- Will focus on the execution of the Business Retention & Expansion (BRE) program through coordinated efforts with Licking County Communities and our regional partner.
- Manages the tracking and reporting of BRE program data; familiarity with the Salesforce platform is a plus.
- Provides guidance to businesses to assist them identifying resources for workforce development & training and business expansion.
- Collaborate with local and regional partners to further workforce development initiatives in Licking County through GROW's Licking County Works Committee.
- Represents GROW Licking County at local, regional, and state levels by fostering relationships with organizations, professional colleagues, independent authorities, and other public and private stakeholders.
- Maintains the property record database in ZoomProspector for industrial/commercial real property and raw land.
- The incumbent must demonstrate and maintain confidentiality, demonstrate regular and predictable attendance, and have flexibility to attend various training sessions, video conferences, and workshops (with proper notification).
- Performs additional duties to support operational requirements as assigned.
- Regular Office hours are 8:30 am- 5:30 pm Monday - Thursday and 8:30 am – 4:00 pm on Friday; however, the incumbent may need to attend meetings and events outside of regular hours. In these instances, flextime is available.

**Education and Experience**

Bachelor's degree in Business Administration, Public Administration, Economic Development, Marketing, Urban Planning, Community Development, or related field and one to three years of related experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.