

ECONOMIC DEVELOPMENT MANAGER FULL TIME | SALARIED

The Boone EDC's mission is to build better communities by attracting and supporting businesses that create life-enhancing jobs, places, and spaces.

WHAT YOU'LL DO:

- Be our small business and entrepreneurship lead
 - Guide and connect start-ups and existing businesses to resources
 - Administer the Propel microloan program
- Lead and/or assist with business attraction and expansion projects for small and large businesses
 - Respond to leads and requests for information (RFIs)
 - Prepare for and conduct site visits for prospects
 - Maintain sites and buildings database
 - Manage annual compliance reports
- Conduct annual Business Retention & Expansion (BR&E) visits with existing businesses
- Represent the Boone EDC at public meetings and community events
- All other duties as assigned

WHAT YOU'LL NEED:

- A bachelor's degree in a related field or commensurate work experience
- Exceptional written and verbal communication skills
- Proficiency in Microsoft products
- Detail-oriented mindset with the ability to work independently
- To be teachable
- To maintain confidentiality
- Ability to work some evenings, including some out-of-the-area and overnight travel
- Reliable transportation
- A passion for Boone County and especially for small businesses

SALARY & BENEFITS

- \$40,000-\$50,000 annually, commensurate with experience
- Medical, dental, and life insurance offered
- Paid time off
- Mileage reimbursement at federal rate
- Laptop and cell phone

TO APPLY:

Submit cover letter and resume in PDF format to Molly Whitehead, Executive Director, at Molly@BetterInBoone.org by Monday, March 22nd at 8 am EST.