

## MANAGER, TALENT DEVELOPMENT FULL TIME | SALARIED

At the Boone County Economic Development Corporation (Boone EDC), we seek the right economic opportunities to support strong communities and enhance the quality of life for all Boone County residents. We aim to be a catalyst for smart growth strategies and forge mutually beneficial partnerships with organizations capable of understanding and further enriching the unique assets that the residents of Boone County have built.

### DESCRIPTION

We are looking for an enthusiastic, passionate project manager to assist with our economic and workforce development efforts. The Manager, Talent Development reports to the Executive Director.

### FOCUS AREAS:

- *Industries:* Manufacturing
- *Topics:* Workforce Development

### WHAT YOU'LL DO:

- Lead and/or assist with business attraction and expansion projects, particularly those within focus areas
  - Respond to leads and requests for information (RFIs)
  - Conduct site visits with prospects
- Conduct monthly Business Retention & Expansion (BR&E) visits with existing businesses
- Lead Boone County's workforce development efforts
  - Develop relationships with local and regional educational institutions, identifying opportunities to bring training opportunities to Boone County
  - Lead efforts to improve housing, second chance employment, childcare accessibility, and other barriers to employment
  - Coordinate or co-lead events such as Boone County Workforce Alliance, Trades Signing Day, and job fairs
  - In partnership with the Director of Marketing and Communications, develop a comprehensive and effective marketing strategy to promote Boone County, our industries and companies, and available positions
  - Manage WorkInBoone.com

### WHAT YOU'LL NEED:

- A bachelor's degree in a related field or commensurate work experience
- Project management 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

**SALARY RANGE:** \$45-50,000 + benefits

Interested candidates please email resume to Molly Whitehead, [molly@betterinboone.org](mailto:molly@betterinboone.org).