

We are seeking a new team member

At the [Victoria Economic Development Corporation](#), we pride ourselves in working together as a team to successfully compete in economic development. We are currently seeking a motivated team member to join us in the highly visible, project oriented position of **Economic Development Specialist**.



The right person will be able to manage their own time, work on deadlines, work directly with high level corporate executives, support the President and Vice President on economic development response packets, site visits and on trade missions, conduct corporate outreach, be adept at research and navigating databases, have an eye for digital content, lead our social media campaigns and digital engagements, provide exceptional customer service, engage in direct marketing to prospective businesses, participate in domestic and international business development missions.

Interaction with the highest level of city/county/state/federal government, Board of Directors, key stakeholders, and local business leaders is required. A fast-paced, exciting and pleasant working environment awaits the ideal candidate.

VEDC Economic Development Specialist

Professional Experience and Qualifications

- Bachelor's degree in a related field or equivalent work experience.
- Demonstrated experience or ability working with diverse business and political leadership.
- Demonstrated strong civic and community leadership experience or ability.
- Possess a working knowledge of state and federal economic development/community development agencies and programs, incentives.
- Ability to develop and oversee marketing projects for business recruitment.

Requirements

- Domestic and potential occasional international travel. Ability to work outside of normal business hours.
- Ability to maintain confidentiality.
- Will work in tandem with President/Vice President to achieve strategic goals and mission of the organization.
- Excellent interpersonal skills with ability to facilitate group meetings and deliver presentations or staff the President for presentations.
- Must be goal and action oriented. Self-starter.
- Excellent writing, editing, and verbal communication skills. Ability to communicate complex subject matter in an understandable manner.
- Ability to establish and maintain effective business relations.
- Must be able to work under pressure of deadlines and prioritize work assignments. Be flexible and adapt to changing conditions maintaining an even disposition using patience and tact during interruptions.
- Ability to deliver exceptional customer service.
- Professional office experience, and dress required.
- Strong computer skills; Word, Excel, PowerPoint, social media.

The following responsibilities are intended to describe the nature and level of work being performed by the Economic Development Specialist and should not be seen as an exhaustive list of all job duties that may be performed.

External Marketing

- Plans, coordinates and implements domestic and international recruitment programs for new business and industry, including trips to key geographic markets, various trade missions, shows and marketing activities.
- Works directly with President/Vice President on all leads and visits of prospective business clients to the area including facilitating meetings/introductions between prospects and resource team members.
- Plans and staffs President for presentations to prospective clients and community organizations.
- Seeks business prospects through interpersonal contact and varied media.
- Support the Vice President on maintaining and nurturing existing industry relationships, as well as facilitating the business retention and expansion program.

Internal Marketing

- Responsible for VEDC prospect activity reports to the Board of Directors and our contract partners.
- Attends weekly Victoria Partnership meeting and facilitates as needed.
- Maintains accurate and detailed account of all project activity and negotiations.
- Works with President and VP on quarterly prospect activity reports for contract partners.
- Works with President and VP on developing an annual marketing plan and program of work for the organization to fulfill the mission of the organization; and composing a full report of the plan for the Board of Directors and contract partners.
- Recruits and recommends community partners and volunteers to assist on recruitment projects.
- Maintains good working relationships with other development agencies, planning organizations and private firms to provide assistance to business prospects.

Public Relations

- Assists new and existing businesses in resolving issues as it relates to establishing and conducting operations.
- Represents the VEDC, Port of Victoria, City of Victoria, and Victoria County in select economic development matters including, but not limited to, review of project impact studies, business development missions, and the marketing of industrial parks or other community assets.

Research/Marketing Materials

- Directs research activities for special projects and specific client/prospect requests.
- Works with the Vice President on publication of promotional materials and other support literature to promote the area's business climate and VEDC's mission.

Other

- Performs other duties as assigned by the President and Vice President of VEDC.

Benefits

Medical, dental, and life insurance

401k

Paid vacation and holidays

Mileage reimbursement

Membership to professional economic development organizations

Compensation

A competitive compensation package will be offered to ideal candidate.

Applications

Submit your cover letter, resume, and at least 2 references to: jonastitas@victoriaedc.com

or by mail to: Jonas Titas, Victoria EDC, P.O. Box 7, Victoria Texas 77902.

The Victoria Economic Development Corporation (VEDC) was formed in 1982 as a private/public economic development organization created to serve the City of Victoria, Victoria County, and the surrounding geographical region impacting Victoria's economy.

VEDC key objectives are:

- To recruit new businesses, both international and domestic, in order to create jobs and increase the tax base.
- To retain and expand existing business by assisting them to increase profitability through exports, strategic alliances, new project development and workforce development improvements.

How we accomplish these objectives:

- Working on job creation in the Victoria area with a comprehensive work plan in place.
- Initiating contact with companies within targeted industries.
- Responding to inquiries about the Victoria market.
- Engaging in direct marketing to prospective companies, both domestic and international.
- Build and maintain relationships with site location consultants.

VEDC's private sector funding is derived from businesses and individuals committed to supporting Victoria's growth. Contractual agreements are in place with the Victoria Sales Tax Development Corporation/City of Victoria, Victoria County, and the Victoria County Navigation District to provide economic development services. These private/public partnerships strengthen Victoria's position in competitive economic development.