



MOUNT ROGERS REGIONAL PARTNERSHIP

APPLY TODAY

Send cover letter, resume, and three professional references to ashrebury@mountrgersregion.com.

Applications are due Friday, August 7th at 5pm.

POSITION ANNOUNCEMENT

ECONOMIC DEVELOPMENT MANAGER

Want to utilize your project management expertise, local government experience, and/or administrative skills to build a more prosperous region? Looking to join a team that is passionate and fun? Make it here at the Mount Rogers Regional Partnership!

ORGANIZATIONAL OVERVIEW

Mount Rogers Regional Partnership (MRRP) is a leading regional economic development organization, serving six localities in the Mount Rogers Region and I81-I77 Crossroads area of Virginia. MRRP was established as a 501c3 in 1989 and is led by a 27-member board of directors, comprised of local government administrators and managers, local IDA/EDA representatives, and private sector business leaders. The organization is focused on marketing, talent solutions, business retention and expansion, and industry recruitment.

POSITION DESCRIPTION

The Economic Development Manager aids MRRP's six localities in managing economic development projects, as well as assists these local governments with special projects and grant administration. This teammate will work to build and grow relationships with local leaders as their localities develop by providing resources available by stakeholders, state agencies and other economic development allies. This position also serves as the executive director of the Blue Ridge Crossroads Economic Development Authority and the Pathway Park Regional Industrial Facilities Authority.

Please note that funding for this position is only guaranteed for up to two years; however, MRRP is working toward long-term sustainability of this role.

EDUCATION & EXPERIENCE

- Minimum undergraduate degree in business, marketing, political science, public administration, economic development, or related field
- Economic development experience or local government project management preferred
- Familiarity with commercial real estate
- Familiarity with local government departments & processes

BENEFITS

- Salary range of \$55,000 to \$65,000 depending on qualifications
- Attractive benefits package with Virginia Retirement System, as well as health, dental, and life insurance

CORE DUTIES

PROJECT MANAGEMENT

- Serve as point of contact for business inquiries, leads, and prospects for both regional industrial facilities authorities
- Serve as executive director for the Blue Ridge Crossroads Economic Development Authority and the Pathway Park Regional Industrial Facility Authority
- Accurately document, complete, and respond to RFIs for BRCEA and PRIFA
- Assist with tracking and documenting prospects, leads, and projects—become knowledgeable of Salesforce platform
- Obtain comprehensive knowledge of regional and state business environment, as well as all incentive programs related to economic development projects
- Manage projects from initial inquiry until closure/announcement
- Serve as the Local Zone Administrator for the Twin County Region Joint Enterprise Zone

SPECIAL PROJECTS

- Prospect company outreach when requested
- Assist with planning and hosting regional tours for prospects and consultants
- Build positive relationships with stakeholders, VEDP, government agencies, and other economic development allies
- Assist with organizing committee meetings, board meetings, and other organizational gatherings
- Assist localities with grant writing and grant administration for MRRP, BRCEA, & PRIFA, partner localities, and new/existing industries
- Assist localities with tracking existing buildings and site inventory & update in the VA Scan system through VEDP

BUSINESS RETENTION

- Assist with site visits with primary employers-- seek, track, document, and assist expansion opportunities, as well as gather intelligence, under supervision of Deputy Director
- Punctual follow-up to assist regional employers
- Other duties as assigned

REQUIRED SKILLS

- Strong interpersonal skills with ability to gain trust and confidence with various stakeholders, organizational partners and site prospects
- Self-motivator with ability to approach job responsibilities from an entrepreneurial perspective
- Problem solving with strong memory and recall to serve as information source for team and partners
- Business acumen and customer service oriented
- Excellent organizational and project management skills, working on deadline-oriented projects with ability to prioritize projects autonomously
- Ability to analyze data and communicate its impact on the local and regional economies
- Excellent written and verbal communication skills
- Proficient with standard office software programs—CRM, Microsoft Office, data tools, etc.
- Absolute team player with strong desire to learn and make a difference engaging multiple facets of the organization to accomplish the regional mission
- Understanding of the mission and goals of MRRP

WORKING CONDITIONS & COMMITMENTS

- Valid driver's license
- Willingness to travel domestically
- Willingness to work irregular hours as needed
- Commitment to continuous improvement in all job responsibilities