Economic Development Manager

Salary: Competitive Salary and Benefits Package

Application Due Date: Open Until Filled

Kern Economic Development Corporation (Kern EDC) is seeking a dynamic candidate to play an important role in the organization's business recruitment and expansion efforts. Kern EDC is a private, non-profit organization, with the mission to promote Kern County's boundless opportunities for business. For more information about Kern EDC and the region's economic vitality, visit www.KernEDC.com.

Job responsibilities include:

The Economic Development Manager works to advance Kern EDC's mission of leading and supporting primary job creation opportunities. The primary function of the Economic Development Manager is to support business recruitment, retention, and expansion opportunities in the Kern County region. This position requires knowledge of economic development programs, incentives and resources, economic trends, industry demographics, and more. Furthermore, the Economic Development Manager will work with state, county, and local economic development organizations and stakeholders to identify and secure projects.

- Provide project and program support at the direction of the Vice President of Business Development
- Experience in prospecting, generating new leads, business attraction, and delivering wins (jobs and investment) to a state, region, city, and/or community.
- Strong independent work skills with a proven track record of taking initiative and developing relationships with key decision-makers within an organization.
- Good communication skills necessary to establish and maintain relationships, strong attention to detail, creativity, and motivation to meet and exceed established goals.
- A proven track record of successfully maintaining and developing business and community relationships.
- Willing to travel outside the area for meetings and or conferences.
- Strong verbal and written communication skills.
- Knowledge of government and economic development organizations.

Preferred qualifications include a bachelor’s degree in business administration, economics, finance, or a related field, and two (2) years to four (4) years of progressively responsible experience in economic development, community development, or commercial development.

Application instructions:

Qualified and interested applicants should send a complete application package including a cover letter, resume, and references to kedc@kedc.com.