



## **Now Hiring: Economic Development Specialist**

The Economic Development Specialist is responsible for delivering strong customer service and management of business attraction and expansion project leads, assists with all aspects including initial contact, requests for information responses and company visits with the purpose of moving our economic strategic plan goals forward.

The Economic Development Specialist plans and executes regular business retention visits designed to connect local businesses to resources, foster good stakeholder relations, and inform economic development plans.

This is an opportunity to work directly with existing and potential new businesses to support business location, expansion, and success. The successful candidate will work to convene a variety of business and community leaders together to support the local economy.

This position requires someone with self-motivation, strong problem-solving skills, a genuine passion for their community, a positive attitude, and strong interpersonal communications and customer service skills. The ideal candidate will be highly organized, driven to achieve, and will always display an exemplary manner of professionalism.

Preferred candidates will have prior experience in economic or community development along with a foundational understanding local and state government operations and programs.

### **About Aspire Economic Development + Chamber Alliance:**

Aspire drives economic development and business success in Johnson County, Indiana, and southern Indianapolis. As the local economic development organization for Johnson County, Aspire leverages community development opportunities to attract, retain, and expand businesses in the county. As the chamber of commerce, Aspire leads the area's business community by advancing pro-growth policy and providing comprehensive member services to entrepreneurs, small businesses, and large corporations.

### **About Johnson County, Indiana**

Johnson County, one of Indiana's fastest-growing counties, is a contiguous suburb of the state's capital and a key player in the powerful Central Indiana economic corridor. Johnson County's GDP is \$5.2 billion and unemployment rate is 1.6%.

Johnson County is home to 160,000 residents, primarily living in and around the cities of [Greenwood](#), [Franklin](#), [Whiteland](#), and [Bargersville](#). Another 150,000 people live within five miles north of the County in southern Indy, fueling business growth and success within the Johnson County and Southern Indy area.

### **Benefits:**

Competitive compensation package with full benefits including group health, dental, vision, life, 401(k), paid time off, and holiday pay. All benefits subject to new hire introductory period.

### **To Apply:**

After reviewing the following job description, send your cover letter and resume with salary requirements to Amanda Rubadue, Vice President of Economic Development, at [arubadue@AspireJohnsonCounty.com](mailto:arubadue@AspireJohnsonCounty.com). Questions may be directed to Amanda at this email or 317.888.4856. No walk-ins, please.

## Staff Team Position: Economic Development Specialist



### Job Summary:

Collaborates with Vice President to deliver strong customer service and management of business attraction and expansion project leads, assisting with all aspects including initial contact, RFI responses, and company visits with the purpose of moving our economic strategic plan goals forward. Responsible for the planning and execution of regular business retention visits designed to connect local business to resources, foster good stakeholder relations, and inform economic development plans. Maintains sites and buildings database, customer management database, assist with research needs and other duties necessary for all projects. Collaborates on community development. Serves as an important liaison with companies, communities, and other partner organizations. An engaged member of the staff team, eager for the success of the organization and the local economy.

**Responsible to:** Vice-President of Economic Development.

**Direct Reports:** None.

**FLSA Status:** Full Time, Salaried-Exempt.

**Primary Office:** In-person, Greenwood.

### Primary Responsibilities:

*Aspire staff team job descriptions are intended to be overviews of primary responsibilities and should be regarded as fluid documents which will evolve as the organization and stakeholders' needs evolve.*

#### Business Retention & Expansion (45%)

- Conducts regular, on-site business retention visits and conduct follow up calls/activities with existing companies to develop relationships and provide resources to help them grow.
- Develop and maintain relationships with community leaders, education partners, and non-profit organizations to connect companies to information, resources, and people.
- Collaborate internally with the Aspire staff team to proactively identify and address existing business issues and barriers to growth.

#### Business Attraction (35%)

- Coordinates with the Vice President on business attraction and expansion activity, including but not limited to: determine best response for all project leads; respond to company / site selector / partner requests for information and other community information; planning, preparation for site/company visits.
- Assist in implementing economic development strategies and actions established in the organization's strategic plan, assist in identifying and measuring metrics of success.
- Maintain relationships with local and regional brokers, developers, and resource partners.
- Participate in marketing opportunities throughout region to promote the county.

#### Database Management (15%)

- Maintain and update project files, provide regular updates to communities on activity level.
- Maintain and update customer management files, assist with running reports for boards and councils.
- Maintain the organization's sites and buildings database.

#### Other (5%)

- Works closely with Aspire staff team on outreach and presentation efforts to educate elected officials, volunteers, students, companies, and others about economic development activity.
- Attend all Economic Development Advisory Council meetings and assist in planning program content for meetings.
- All Aspire staff team members actively share information about all organizational events and services, strategic plan initiatives, and public policy information; and support investor recruitment and retention efforts through information sharing, referrals, and relationship building.

#### **Experience, Skills, and Education:**

*The following qualifications are guidelines. Other combinations of education and experience may provide the necessary knowledge, skills and abilities to perform this job.*

#### *Required Skills and Demonstrated Abilities:*

- Provide excellent customer service to our communities, elected officials, real estate professionals, site selectors, members, existing and potential companies with a problem-solving mindset that includes quality, accuracy, and dependability.
- Establish and maintain strong collaborative, working relationships built on respect, diplomacy, and professionalism with colleagues, organizational leadership, clients, community development partners, and volunteers.
- Exhibit strong interpersonal skills during both oral and written communications, including email, with a high degree of respect, tact, diplomacy, and professionalism.
- Maintain crucial confidentiality with highly sensitive information, trade secrets, company project details and company operations details.
- Research and understand, or willingness to seek to understand, economic trends and professional industry trends to identify ways to best advance the strategic plan, meet community and stakeholder needs.
- Maintain high level of organization and productivity; prioritize daily duties to meet multiple deadlines in a high-volume work environment.
- Exercise discretion, independence, and judgment as a normal, recurring part of performing day-to-day duties.

#### *Preferred Experience and Education:*

- Three or more years prior experience in economic development or community development.
- Foundational understanding of local and state government operations and programs.
- Intermediate skill level or above in using Microsoft Word, Excel, and Outlook.
- Undergraduate degree preferred; or High School Diploma (or GED/High School Equivalence Certificate) with minimum five years of commensurate experience in economic development, government, real estate, corporate customer success, or another transferable role.

#### *Additionally, must abide by all organizational policies and procedures, and must possess:*

- A valid driver's license, reliable transportation, and proof of insurance.
- Flexibility to conduct work before and/or after traditional business hours (i.e., 8am to 5pm) and attend meetings/events before and/or after traditional hours; flexibility to conduct work outside of the office as needed and appropriate.
- Physical requirements may include sitting, standing, or walking for extended periods of time; operating office equipment; arrange meeting room tables and chairs; and lifting to 25 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.