

Economic Development Specialist

HCDC, Inc. seeks a full time Economic Development Specialist, who provides technical, planning, and economic development assistance to multiple local communities and businesses throughout Hamilton County by leveraging various economic development programs. Economic Development Specialists assist with business retention, expansion, and attraction efforts that help to grow the overall mission of HCDC. We offer the right candidate an opportunity to be part of a team passionate about revitalizing and growing local communities.

Key Responsibilities

- Represents the department and serves as a liaison to assigned communities and business organizations.
- Creates and delivers presentations to various committees and public bodies (*Some evening meetings may be required*).
- Conduct research and provide analysis, reporting and presentation assistance on various projects. Assembles necessary demographics, statistics, maps, and reports.
- Maintain, update, and upgrade databases of available sites and buildings throughout Hamilton County for expansion, retention and attraction efforts.
- Respond to requests and run queries as needed for local realtors, developers, chambers, loan departments, companies, etc.
- Conduct site research and field work by contacting economic development professionals and realtors.
- Provide technical support to tax incentive programs, the Hamilton County Comprehensive Economic Development Strategy (CEDS), and the Community Improvement Corporation, including report generation, mapping, site research, website design, etc.
- Other duties as assigned by management.

Required Qualifications

- Bachelor's degree in business, planning, political science, or related field and/or equivalent experience.
- Valid Driver's License.
- Some travel may be required.

Preferred Qualifications

- 2 or more years of experience in economic, business, or real estate development.
- Passion for revitalizing urban areas and communities

Required Competencies

- Strong oral and written communication skills demonstrating tact, diplomacy, professionalism, and a positive demeanor
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, volume, and others.
- High level of judgement and decision making skills that allow for defining problems, collecting data, establishing facts, and drawing valid conclusions
- Problem solving skills including identifying the root cause, envisioning future needs, and correcting/planning accordingly
- Computer skills and comfortability utilizing various technology including Microsoft Office Applications, Google Workspace Applications, and other web-based systems

- Time management skills including multitasking, setting priorities, and meeting deadlines for a wide variety of tasks
- Ability to maintain confidentiality of highly sensitive information
- Ability to work independently and in a collaborative team environment

Job Type: Full-time Exempt

Salary Range: \$50,000 - \$65,000 (DOQ)

Benefits:

Health/Dental/Vision Insurance

HSA employer contribution of \$1500 per year

401(k) with 4% employer match

Additional annual contribution to 401(k) depending on organizational results

Life Insurance of 2x annual salary, max=\$200k (employer paid)

Short Term and Long Term Disability Insurance (employer paid)

18 Vacation Days accrued annually to start (increases with tenure)

6 Sick Days accrued annually

9 Paid Holidays

Remote hybrid work option

Equal Opportunity Employer

HCDC, Inc. provides equal employment opportunities to all employees and applicants for employment. HCDC, Inc. believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. Our goal is to be a diverse workforce that is representative of the communities we serve.

About HCDC, Inc.

Established in 1983, HCDC, Inc. is a private not-for-profit economic development organization with a public purpose to promote and facilitate economic growth in the marketplaces we serve. HCDC accomplishes this in three ways: Entrepreneurial Business Incubation, Small Business Lending, and Economic Development Services.

To learn more about HCDC and this position, please feel free to visit our website at www.hcdc.com/career-opportunities.

Please respond with resume to: resumes@hcdc.com