



**BAY FUTURE, INC.**

**Job Description**

**Economic Development Manager**

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**MISSION**

Bay Future, Inc. (BFI) is dedicated to facilitating economic development strategies that promote and secure opportunities for business retention, growth, and the attraction of new industries that create quality jobs for community residents.

**DESCRIPTION**

BFI is accepting applications for an individual passionate about removing barriers to enterprise in Bay County, to ensure our existing companies have a fertile environment to facilitate growth and long-term viability, and attract new businesses to Bay County.

**GENERAL STATEMENT OF DUTIES**

Individual is primarily responsible for making corporate watch calls and providing appropriate follow-up assistance including preparing grant applications for project and organizational funding, grant administration, and financial packaging for business expansion and attraction projects. In coordination with the President & CEO and staff, position would share responsibility for the creation, implementation, and distribution of internal/external marketing, including press release writing and distribution, along with creation and implementation of content for website and social media. This position would represent Bay Future, Inc. in general community relations including public speaking, report presentation, and as a member of the community. The maintenance of professional confidence and ethical standards of professional relationships is a mandatory responsibility of the position.

**TYPICAL DUTIES**

1. Identify and pursue appropriate state, federal or local financial assistance programs, which support the development of base jobs and new investment throughout Bay County. Responsible for preparing applications and monitoring agreements to assure compliance with program regulations.
2. Implementation of a corporate watch program. Meet with existing advanced manufacturing, high tech business owners and professional firms to understand and address their needs. Market the services of BFI including the benefits of government contracting and exporting.
3. Meet with municipal officials to assess available industrial properties and provide assistance to improve the property and prepare it for development/redevelopment. Apply for infrastructure grants, land assembly funds or other grants/loans to support the establishment of the industrial park/property.
4. Work with municipalities in providing incentive packages for new and expanding industry.
5. Participates in strategic planning with President and Board of Directors and establishing goals and budget for the organization and recommends adjustments in programs, activities, policies, and procedures to further economic development success.

6. Makes presentations to organizations, groups, and municipalities regarding BFI, general economic development and specific topics related to job creation and new investment.
7. Coordinates meetings with training providers relative to their assistance to new and expanding firms.
8. Represents Bay Future, Inc. on various boards and committees related to economic development.
9. Presents reports on BFI activities to local government organizations who provide investment and support to BFI.
10. Assists communities and companies with tax abatement applications, procedures and policies. Research and provide information on utilities, labor needs, sources of capital, business synergies, and training programs.
11. Responsible for the successful completion and submission of RFPs for site location assistance that attracts business to Bay County that results in an increase in the number of quality jobs for community residents.
12. Responsible for software training and implementation currently including but not limited to JobsEQ, Salesforce (CRM), GIS Planning (property site database), MIGreatLakesBaySites.com, Constant Contact, and Website updating software.
13. Responsible for compiling and updating data, demographics, economic impact information, etc. for use in business retention, expansion, attraction, and marketing including property site database.
14. Other duties as assigned.

#### MINIMUM QUALIFICATIONS

A minimum of a Bachelors' Degree required preferably in business, accounting, finance, management, economics, marketing, communications, or a related field. Professional experience is desired as is a Master's Degree in a business related field. Any appropriate combination of education and experience that provides the required skills, knowledge and abilities demanded of the position will be given consideration. Must also possess a valid driver's license with an acceptable driving record.

#### INTERPERSONAL SKILLS

High integrity	Energetic
Visionary	Diplomatic
Honest	Self-confident
Intelligent/common sense	Professional
Flexible but decisive when necessary	Ethical
Entrepreneurial	Team player

[To apply for this position please send your resume and a cover letter by clicking the link here!](#)