Opportunity Description

ORGANIZATION: Economic Development Partnership of North Carolina (EDPNC)

POSITION TITLE: Business Recruitment Manager

FLSA STATUS: Exempt

ABOUT US
The Economic Development Partnership of North Carolina (EDPNC) is a public-private 501(c)3 nonprofit organization responsible for state economic development functions previously housed within the North Carolina Department of Commerce.

OUR MISSION AND VALUES
Our mission, along with the North Carolina Department of Commerce, is to improve the economic well-being and quality of life for all North Carolinians.

The EDPNC is a diverse team of economic development professionals who take pride in:

• Performing at a high level and holding ourselves accountable for our results.
• Building strong partnerships and collaborating both inside and outside the organization.
• Providing excellent customer service through every interaction.
• Being an accessible, innovative, and knowledgeable resource for our clients, partners, and stakeholders, and
• Serving as ambassadors for North Carolina through our work.

OPPORTUNITY SUMMARY
Serve as a leader in attracting businesses to North Carolina through identifying, cultivating, and managing corporate recruitment prospects/projects considering new operations in North Carolina. Collaborate with colleagues to meet organizational priorities and collaborate with internal/external economic development allies to develop comprehensive responses to RFP’s, site visit agendas, and other various client requests/project requirements.

PRIMARY FUNCTIONS
Project Management

• Work directly with client’s internal representatives or a professional site selection consultant to manage all stages of a business recruitment project, from initial interest in NC to final location decision.
• Design comprehensive responses to requests for information and address all aspects of a potential project.
• Conduct due diligence examination of a company’s financial and strategic viability.
• Identify real estate options.
• Evaluate labor and supplier availability.
• Resolve infrastructure and permit issues.
• Develop comprehensive state and local proposal outlining potential incentives, tax benefits, etc. in partnership with the NC Department of Commerce and local economic developers.
• Serve as the point of contact for the state of North Carolina, making introductions to state and community officials as needed to meet prospect needs.
• Facilitate and host client visits to the state to evaluate project location opportunities. Visits may include interaction among C-level company executives and senior state officials. Follow up with client as needed.
• Utilize Salesforce to report and maintain current project activity and news about client’s strategic operations.

Regional/Community Partner Liaison
• Serve as a state-level point of contact for local economic developers in their pursuit of new business opportunities.
• Participate in locally hosted meetings with prospects.
• Serve as education resource regarding state incentives and other state support for projects generated at the local level.

Relationship Management
• Encourage development of strong networks with partners and site location consultants.
• Promote the state’s business opportunities to site location consultants and corporate decision makers through marketing events, conferences/forums, and one-on-one meetings.
• Participate in cooperative marketing trips with local economic developers in order to promote NC’s regions to site location consultants.

Other
• Other duties as the supervisor deems necessary.

QUALIFICATIONS
• Bachelor’s degree required; Prior economic development experience preferred
• Working knowledge of SalesForce CRM system strongly desired
• Must have experience with Microsoft Office programs (Outlook, Word, Excel, PowerPoint)
• Excellent interpersonal skills, including the ability to connect with corporate decision makers/site location consultants, community leaders and colleagues at the Partnership and the North Carolina Department of Commerce
• Excellent oral and written communication and presentation skills
• Ability to analyze customer needs, present solutions and add value through delivery of state incentives and other forms of support
• Ability to manage project management workload, placing top priority on providing fast and accurate information when requested
• Ability to compete in an aggressive yet professional manner
• Knowledge of economic development policies, benefits, and discretionary incentives options at the state and local level
Diplomacy in serving as an ambassador of the state, remaining non-political as a representative of a public-private recruitment and marketing organization
Experience leading and winning economic development projects
Ability to work collaboratively with all team members on the EDPNC staff as well as with key external allies

HOW TO APPLY
Please submit a cover letter and copy of your résumé to Nikki Yawn, Human Resources, at Nikki.Yawn@EDPNC.com. Applications will be reviewed on an ongoing basis.