County of Salem

JOB OPPORTUNITY

County Division Head for Economic Development – Full Time

DESCRIPTION: Salem County is looking for an enthusiastic individual who will partner with the local industry, business community, tourism office, and community leaders to develop, market, and maintain a strong, vibrant economic environment in Salem County.

EXAMPLES OF WORK, KNOWLEDGE, AND ABILITIES:

• Responsible for the field and office work involved with the establishment of new business and the retention and expansion of existing businesses in the County of Salem, NJ
• Knowledge of approved procedures, methods, techniques, and materials used in business development, attraction, promotion, and retention activities.
• Knowledge of data collection techniques as it applies to site location factors used for marketing.
• Ability to interpret and apply government regulations and laws pertaining to real estate and general business development and attraction activities.
• Must be willing to attend meetings of state, local, and other groups for the furtherance of efforts to attract businesses.
• Ability to work with new and established businesses to assist in locating possible funding sources including, but not limited to, state and federal grant monies.
• Experience in preparing specific project applications for grant resources.
• Arranges for site and community visitation by business prospects.
• Ability to compile, tabulate, and interpret information concerning the local and regional economies.
• Must be able to prepare clear, concise, accurate, and informative statistical and other reports containing findings, conclusions, and recommendations.
• Must be organized and maintain files and records in electronic and manual formats.
• Must be proficient in various electronic and computerized information systems used by the office.
• The ability to read, write, speak, understand, or communicate English sufficiently to perform the duties of this position.
• Must be able to lift 20 pounds without assistance.

EDUCATION: Graduation from an accredited college with a Bachelor's degree and two (2) years of experience in industrial/commercial real estate sales, area economic development/marketing, or business development/marketing required.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

STARTING SALARY: $75,000.00 (higher starting salary commensurate with experience), 40 hours per week
Benefits: Health, Pharmacy, and Dental Insurance, State Pension and Life Insurance, Paid Holidays, and Paid Time Off (Vacation, Sick, Personal)
Additional Voluntary Benefits: Vision Insurance, Health and Dependent Care Flexible Spending Accounts, Life Insurance, 457(b) Accounts, Credit Union Membership, and Tuition Reimbursement

APPLY: Visit www.salemcountynj.gov & click "Employment & Bid Opportunities" on the upper right side of the page. Deadline is Open until filled.

EEOC

This title is unclassified through Civil Service

Must be a New Jersey resident with preference given to qualified Salem County residents