

January 26, 2017

The City of Youngstown's Department of Community Planning and Economic Development will soon be posting the following employment position (see attachment below) and desires to gauge interest among prospective applicants. Interested applicants should submit a resume via e-mail to:

T. Sharon Woodberry, Director
Department of Community Planning and Economic Development
tswood@youngstownohio.gov

Business Development Recruiter

DEPARTMENT: COMMUNITY PLANNING & ECONOMIC DEVELOPMENT (CPED)

20 W. Federal, Suite 602
Youngstown, Ohio 44503
330-744-1708

T. Sharon Woodberry, Director
tswood@youngstownohio.gov

SALARY (\$46,176 - \$50,336)

This position serves in the Economic Development Division as part of the Business Development Team. The primary role of this position involves assisting the Department Director in forging and executing an economic development strategy and working to attract businesses to the City of Youngstown. The position will serve as key person to assist the Department Director and Division Director in working to increase the pipeline of qualified business leads through the development and execution of a proactive business development strategy, identifying target companies nationally and globally, and responsible for increasing capital investment to the City through business outreach, knowledge of local real estate, and participation in key events and industry trade shows. The position will require the development and management of a portfolio of projects in key sectors and maintain relationships with decision makers; work with local, regional and state economic development concerns to site projects, remove roadblocks and create recruitment, retention, expansion and investment wins.

JOB DUTIES/RESPONSIBILITIES:

- Attend conferences and industry trade shows to market the area
- Follow and respond to leads for companies seeking project sites
- Assist with implementation of strategic plans and action steps for targeting industry sectors
- Identify and maintain inventory of available commercial real estate
- Communicate with businesses and understand their needs to assist with locating available resources
- Gather relevant information from businesses and assist with application for City programs

- Implement and research special projects as assigned by the Department Director and/or the Director of Economic Development

REQUIRED EDUCATION/WORK EXPERIENCE:

- Bachelor's Degree in Business, Finance, Marketing, or related field AND
- 3 years professional experience which demonstrates the ability to perform duties required of this position
- The ideal candidate will possess skills/qualifications in one or more of the following fields
 - Recruitment in economic development capacity
 - Commercial real estate
 - Sales and business development experience with company in key regional and state sectors