



Economic Development Specialist Opportunity for Growing Organization

Headquartered in Malta, New York, the Saratoga County Prosperity Partnership is the first point of contact for economic development and innovation in Saratoga County, New York, with the goal of promoting job creation and economic growth. The Saratoga Partnership is funded and tasked by Saratoga County to identify opportunities and convene public-private solutions. The Saratoga Partnership is the go-to resource for businesses looking grow or locate in the region.

The Economic Development Specialist provides professional level management support to the Saratoga Partnership team to implement the Saratoga Strategy – an economic development plan for promoting job creation and economic growth in Saratoga County. General responsibilities include coordinating and implementing projects and programs that support commercial and industrial development; business attraction; business retention; development of public facilities and infrastructure; entrepreneurship and small business development initiatives; and other economic development, redevelopment or capital improvement programs or projects. This individual will also assist with communications and outreach to the community, constantly striving to develop better key stakeholder understanding (clients, the Board of Directors, prospective clients, community partners, etc.) of the function, purpose and strategic objectives of the Saratoga Prosperity Partnership.

Responsibilities include but are not limited to:

- Maintain of a comprehensive database of existing and prospective businesses, clients, key public and private stakeholders.
- Maintain a current inventory of sites, buildings, and infrastructure in Saratoga County.
- Maintain a current knowledge and inventory of programs, policies, and activities that impact the Saratoga County business community.
- Coordinate client outreach and response.
- Organize, prepare and produce customized information packages in response to Requests for Information (RFIs) and Requests for Proposals (RFPs).
- Assist with the coordination of grants, including grant writing and program administration.
- Conduct research in various areas of importance to the Saratoga Partnership.
- Perform economic development and support work to broaden Saratoga County's commercial and industrial base.
- Use analytics to target businesses in high growth clusters and to identify companies at risk of relocation for direct contact and assistance.
- Collaborate with staff to plan and develop economic development events, work with partner groups and community organizations to promote SCPP's mission, Saratoga County, and its businesses.
- Evaluate projects utilizing cost/benefit analysis, fiscal and economic impact and relevant multiplier factors.
- Facilitate the development of industry roundtables to address common industry challenges such as workforce needs, supply chain issue and others.
- Assist potential new business in site selection; coordinate key activities to facilitate the location process.

- Collaborate with the Saratoga Partnership team to create marketing and sales materials to promote Saratoga County and regional business environment to existing and prospective businesses.
- Coordinate the development of organizational reports.
- Participate in marketing to specific trade sectors including but not limited to the semiconductor industry.
- Assist in the development of content and update social media accounts.
- Maintain up-to-date and accurate content for online platforms.
- Support the development and implementation of the Saratoga Strategy, Business First Saratoga, and other initiatives.
- Respond to incoming correspondence.
- Conduct research, follow-up activities and special requests.
- Related tasks as assigned / as needed for team success.

Qualifications:

- A minimum of three years' experience in a business or public sector environment performing similar functions.
- A minimum of four-year degree from an accredited institution of higher education in marketing, communication, English, business the social sciences or related field is highly desired. Two-year degree is a minimum. Valid and progressive experience can substitute for a four-year degree.
- Detail oriented with project management skills (organizing, developing, follow through and timeliness of projects) to achieve goals.
- Ability to work in a collaborative team environment.
- Ability to lead / participate in early morning and evening events essential.
- Strong computer skills including Microsoft office suite, WordPress, and familiarity with customer relation management (CRM) databases.
- Familiarity with social media platforms including LinkedIn, twitter, Facebook, etc.
- Excellent verbal and written communication skills
- Strong interpersonal and development skills.
- Flexibility to work with multiple tasks.
- Uphold a strict level of confidentiality.
- Develop and sustaining a high level of professionalism among staff and clientele.
- Must be able to use independent judgment to prepare, organize and edit correspondence.

Compensation:

- Compensation based on experience.
- Health insurance
- IRA Contribution
- Vacation

If this sounds like the job for you, please send a cover letter outlining your salary requirements and how you best meet the needs of the job and the Partnership, as well as your resume' to:

Careers@SaratogaPartnership.org Equal Opportunity Employer
All Qualified Candidates Are Encouraged to Apply www.SaratogaPartnership.org

Please include "Economic Development Specialist Application" in the subject line of your email.

Disclaimer: The Saratoga County Prosperity Partnership does not accept unsolicited assistance from search firms / employment agencies / third-party recruiters for any of its employment opportunities. Please, no phone calls or emails to any employee or any Board Member of the Saratoga County Prosperity Partnership about this opening. All resumes submitted by search firms / employment agencies / third-party recruiters to any employee at the Saratoga County Prosperity Partnership via-email, the Internet or in any form and/or method without a valid written search firm agreement in place for this position will be deemed the sole property of the Saratoga County Prosperity Partnership; no fee will be paid in the event a candidate is hired by the Saratoga County Prosperity Partnership as a result of the unsolicited referral or through other means.