



## **Position Description**

**Position Title:** Business Retention and Expansion Specialist

**Department:** Economic Development Services

**Reports To:** Director of Economic & Workforce Development

**Pay Grade:** 2 **FLSA Status:** Nonexempt

**Mission:** The Business Retention and Expansion Specialist creates and nurtures relationships with Jefferson Parish businesses, supporting their sustained success and growth by leveraging business resources and key partner relationships.

### **Essential Functions:**

1. Implement JEDCO's Business Retention and Expansion program in accordance with goals and targets set by the Director of Economic and Workforce Development, identifying and fostering business growth opportunities, and providing issue resolution and other required assistance including, but not limited to, market/legislative/property research and interface with government or business development partners.
2. Maintain all internal and external databases related to business retention and expansion efforts, updating the databases with key contact, business and assistance information, and keeping special emphasis on quality control of the retention database.
3. Represent JEDCO at business development meetings and networking events that expand JEDCO's outreach efforts and strengthen business and partner relationships.
4. Assist the Director of Economic and Workforce Development in planning, developing and implementing business outreach and development initiatives and projects as requested.
5. Other duties as assigned

**Requirements**

1. Minimum of 2-4 years of experience in planning, public policy, market research, real estate development, business, sales, economic development or related fields preferred

**Other Requirements**

1. Excellent written and verbal communication skills
2. Proficiency in Microsoft Office suite required; Salesforce proficiency beneficial
3. Positive attitude, collaborative spirit, and strong work ethic

**POSITION DESCRIPTION REVIEW:**

**EMPLOYEE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**MANAGEMENT:** \_\_\_\_\_ **DATE** \_\_\_\_\_