

NEW JERSEY DEPARTMENT OF STATE
P.O. BOX 459 TRENTON, NJ 08625
NOTICE OF VACANCY

ISSUE DATE: December 15, 2021

CLOSING DATE: January 10, 2022

OPEN TO: State Employees Only

SALARY: \$74,762.05 - \$106,450.60

POSTING # STA-2021 -037

Location: 33 W. State St., Trenton N.J.

TITLE: Economic Development Representative 2

DIVISION: Business Action Center

DEFINITION: Under direction of a supervisory official, performs the more complex work involved in the retention, attraction, promotion, and development of business in New Jersey; may take the lead over Economic Development Representatives of lower grades; does related work as required.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience in industrial/commercial real estate sales, area economic development, or business development and assistance.

NOTE: A Master's degree in Economics, Public Administration, Business Administration, or a closely related field may be substituted for one (1) year of the required experience.

NOTE: Applicants who do not possess the required college education may substitute experience as indicated above on a year-for-year basis.

PREFERRED ADDITIONAL EXPERIENCE:

- Responsible for developing, implementing and evaluating an integrated marketing strategy using various communications to increase awareness and image of the NJBAC and use of programs and policies that allows the NJBAC to achieve its business advocacy mission and objectives.
- Develops, fosters, and advances effective and collaborative relationships with local, state government and community leaders, key stakeholders, and business leaders to drive the NJBAC's brand and positively, influence perceptions, and the decisions of external partners.
- Proactively seeks out opportunities to promote the NJBAC and its brand in local and regional events with an audience that would benefit from NJBAC programs.
- Research, analyze and prepare reports and performance metrics.
- Oversees the development and delivery of events (both virtual and in-person) to promote the services and brand of the NJBAC
- Build programs that will attract more businesses to use the advocacy services of the NJBAC and to raise brand awareness through the creation of marketing campaigns.
- Demonstrated knowledge of economic and community development.
- Exceptional written, oral and interpersonal skills and the ability to effectively interface with a broad range of stakeholders, government officials, business and industry partners, as well as individual businesses.

- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously and work independently within limited time constraints with little or no supervision.
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff.
- Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

APPLICANT INFORMATION: APPLICANT INFORMATION: Applicants should submit a cover letter with announcement number STA 2021- 037 in the subject, resume, transcripts (unofficial copies are acceptable) and employment application (employment application can be found here) <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf> by close of business (5:00 P.M. Eastern Standard Time) on December 29, 2021 to Employment.Recruiter@sos.nj.gov

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