



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING # STA-2025-008	OPEN TO: State Employees
ISSUE DATE: May 9, 2025	CLOSING DATE: May 23, 2025
TITLE: Economic Development Representative 1 Range R30/ Title Code 55565	SALARY: \$93,816.41 - \$133,882.16
DIVISION: Business Action Center	Location: Trenton, NJ

DEFINITION: Under direction of a supervisory official, supervises a professional staff engaged in tasks involving the retention, attraction, promotion, and development of business in New Jersey; or as project manager, oversees the establishment and execution of specialized programs related to overall business development throughout the state; does related work as required.

This role requires a self-starter who may take the lead over Economic Development Representatives of lower grades as this role is the person who develops, implements and evaluates a comprehensive, results-driven and integrated outreach strategy to enhance visibility, increase awareness and the image of the NJBAC. This individual develops, fosters, and advances relationships with local, state government and district leaders, key stakeholders, and business leaders to drive the Division's brand. As part of this work, the person in this position is also charged to consistently track, analyze and report on outreach impact and stakeholder engagement to refine strategies and maximize effectiveness. Leads and mentors other internal and external representatives as needed. Must demonstrate a proven track record of independent initiative, coalition-building, understanding of available grants, incentives, and technical assistance opportunities from State, Federal, and County governments, as well as non-governmental sources, and best practices for delivering tangible economic development outcomes. Proactively seeks out opportunities to promote the Division in local and regional events; Represents the NJBAC at community events and performs presentations, as needed; does related work as required.

REQUIREMENTS

NOTE: Applicants must meet one of the following or combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Nine (9) years of professional experience in industrial/commercial real estate sales, area economic development, or business development and assistance including, but not limited to, providing professional services such as management, planning, training, organizational, or financial assistance to new or expanding businesses.

OR

Possession of a Bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Economics, Public Administration, Business Administration, or a closely related field; and four (4) years of the above indicated professional experience.

PREFERRED: Experience in district economic development and management, community revitalization, or business development and assistance including, but not limited to, providing professional services such as management, planning, training, organizational, or financial assistance to new or expanding businesses and district management entities, both public and private.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

LICENSE: Appointee will be required to possess a drivers license valid in New Jersey.

IMPORTANT NOTICE

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.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B Letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

FILING INSTRUCTIONS

APPLICANT INFORMATION: Forward a cover letter, resume, unofficial transcripts and employment application electronically to: Employment.Recruiter@sos.nj.gov by 5:00pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer