



## DEVELOPMENT AUTHORITY OF RABUN COUNTY

Job Title: Economic Development Manager  
Job Type: Full Time  
Date Posted: June 1, 2015  
Date Closed: June 26, 2015  
Salary: Competitive salary, based on qualifications

### **SUMMARY**

This position is responsible for providing direct administrative support to the Development Authority of Rabun County (DARC), for assisting with job and investment opportunities by new and expanding companies, and for assisting with the marketing efforts of the DARC. The hired person will be a full time employee of the Rabun County Government. Direct supervision will be provided by the Executive Director of the DARC.

### **DUTIES AND RESPONSIBILITIES**

- Maintain confidentiality in the course and scope of all activities of the Development Authority.
- Research, compile and summarize a variety of information and statistical materials for clients and prospects.
- Maintain prospect and proposal files.
- Assist with the planning, coordination and execution of project meetings and prospect visits.
- Maintain, and update as required, the DARC website
- Represent the Authority at various meetings, as needed.
- Serve as the primary contact for existing industries and Business Park tenants.
- Conduct an existing industry visitation program.
- Develop and maintain accurate listings of local industries, and available sites & buildings.
- Assist with all marketing activities.
- Provide administrative support to the Authority and the Board of Directors.
- Perform any other related duties, as assigned.

### **DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Self-motivated, and detail oriented.
- Ability to use online resources for research
- Strong proficiency in software skills (Microsoft Office, WordPress, etc.)
- Strong proficiency in online social media (Facebook, Twitter, LinkedIn, etc.)
- Able to build and maintain strong relationships with various business, community and governmental partners.
- Excellent written and oral communication skills.
- Must understand and respect the importance of confidentiality and be able to maintain a professional demeanor.
- Must maintain regular and reliable attendance.



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**DESIRED QUALIFICATIONS**

- Bachelor's Degree
- Economic Development Certification (IEDC or PCED)
- Minimum of two years' work experience
- Resident of Rabun County (or willing to relocate within 6 months)
- Valid State of Georgia driver's license with a favorable MVR.
- Favorable background investigation as determined by a review of Federal, State and Local reporting agencies.
- Active Notary Public (or willing to secure Notary Public within 120 days)

**HOW TO APPLY**

Resumes will be accepted until 5:00 PM on Friday June 26, 2015. Resumes may be mailed to:

Ray Coulombe  
Executive Director  
Development Authority of Rabun County  
PO Box 126  
Rabun Gap, GA 30568

Resumes may also be e-mailed to: [rcoulombe@darcca.com](mailto:rcoulombe@darcca.com)