



General Purpose

The President / CEO of Miami Area Economic Development Service, LLC (MAEDS) will implement strategies that will lead to:

- Retention and expansion of existing industries
- Development and implementation of Miami regional workforce plan
- Deal closing of commercial and industrial prospects

Main Responsibilities

- Develop and sustain quality, trusting relationships with the leadership of prospective companies, regional and national site selectors and commercial and industrial realtors.
- Prepare proposals and conduct presentations and site tours for prospects.
- Analyze the feasibility of proposed projects including the financial and economic impact analysis. Assist in compiling demographic and economic data in response to inquiries from prospective businesses.
- Assist with all regional and national marketing materials and initiatives that promote the community.
- Attend trade shows of targeted industries to generate leads and maintain relationships among target sector companies.
- The President / CEO will interface on a regular basis with the executive staff of the city of Miami, the County Commissioners, educational partners, and Native American tribes, along with regional, state and federal leaders in economic development issues and projects.
- Assist in the development and management of the Progress Industrial Park.
- Participate in long-range planning, development of marketing strategies and recommend aggressive goals for business attraction efforts.
- Maintain the confidentiality of all information that may be shared by clients, co-workers and other persons.
- Develop and grow entrepreneurial efforts in the region and development of the MAEDS shared space.
- Responsible for management and growth of MAEDS Revolving Loan Fund.
- Collaborate with the City of Miami and the Chamber of Commerce on retail recruitment.
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- Responsible for working with contracted financial services to provide monthly updated financials and updated dashboard of duties.
- Responsible for management of MAEDS staff, Executive Director of Chamber and staff regarding events, financials, and strategic plan, and facilities, including the shared space and speculation building.
- Develop and maintain community and investor fundraising for MAEDS.
- Perform all other duties as assigned.

Education and Experience

- Bachelor's degree from an accredited college or university required; degree in business, marketing, public relations or related discipline preferred.
- Three years' experience in economic development.
- Certification as an economic development professional (CEcD) from the International Economic Development Council preferred.
- Strong, effective sales background with proven results.

Key Competencies

- Strong written and verbal communication skills; the ability to build relationships with targeted industry executives, site selectors, and industrial real estate professionals.
- Results driven with the ability to present accurate work in a high pressure, fast-paced environment.
- Professional attitude and ability to maintain confidentiality.
- Demonstrated ability to work independently and as a team player.
- Some regional and national travel required.