

FULL TIME POSITION ANNOUNCEMENT:

Business Investment Manager

Fairfax City Economic Development Office / Authority

Fairfax City Economic Development Office (“EDO”): The Fairfax City EDO is the lead agency for economic development programming within Fairfax City. The EDO is a nimble, fast-paced, client-focused office that serves to promote, identify, and assist businesses with location, expansion, and capacity building services within the City while creating systems and programs that encourage commercial and retail development. The Fairfax City EDO also serves as the primary point of contact with the Fairfax City Economic Development Authority (EDA), an independent but related agency of the City of Fairfax. Together the EDO and the EDA work to promote the competitive advantages of Fairfax City and work to enhance the tax base while supporting an extraordinary and equitable quality of life across the City.

Job Description:

The Business Investment Manager will be responsible for developing a framework to strategically position the City and the EDA before potential office tenants with a special emphasis on technology-based firms (including, but not limited to software, data analytics, cloud computing, IT, emerging technologies such as AI/AR, Internet of Things -IoT-, blockchain, etc), financial services, and health and life sciences. The Business Investment Manager will work closely with the Director of Economic Development to leverage the EDA/EDO’s relationship with the Mason Enterprise Center-Fairfax, the SBDC, and the newly supported NOVA Labs, Inc. partnership.

This position will report directly to the Director of Economic Development which will provide general direction and prioritization of prospect management/ leads. The Business Investment Manager may also be required to perform other duties as assigned by the Director that support the mission of the EDO and advance the Economic Development goals of the City Council.

Essential Duties

- I. Prospect Generation, Management, Tracking**
 - a. Leverage economic data to develop a marketing plan for the EDO/A which outlines a strategy to identify prospects;
 - b. Along with the Director, establish and maintain key relationships with office owners, commercial brokers, executives, etc to identify prospects;
 - c. Provide support for relationship management with the Director, City Manager, and elected officials, where appropriate;
 - d. Manage relationship within Salesforce;
 - e. Work closely with the Director to identify special events, trips, speaking opportunities, sponsorships to support the brand of the City as a prime and affordable location; plan/ schedule/ attend prospect-related travel at tradeshows or tech-centric conferences to generate prospect leads for out of area businesses looking to locate to metro-DC;
 - f. Establish a calendar / schedule of meetings for non-retail commercial tenants for business retention conversations (ideally a minimum of 2 per week);
 - g. Represent the EDO/A before the Northern Virginia Economic Development Alliance Business Investment / Strategy team in conjunction with the Director.
- II. Reporting**
 - a. Provide a weekly update to the Director and a monthly update to the Commissioners of the EDA; reporting includes metrics tied to investment, numbers of businesses attracted to Fairfax, number of businesses actively retained in Fairfax, and jobs created.
 - b. When requested, provide updates either in person or in writing to the Mayor and City Council through the Director;
- III. Administrative**
 - a. Coordinate with EDO staff on marketing collateral, social media, and program integration;

- b. Periodically review relevant information on Fairfaxcityconnected.com in order to ensure that it aligns with the goals of the business investment program.

Qualifications: Preferred candidates will have at least a bachelor's degree and either graduate work in a relevant field or 3-5 years experience. Candidates should be familiar with Northern Virginia (and know of the Northern Virginia Economic Development Alliance). Candidates should be a self-starter with the ability to work independently as well as part of a team and should be comfortable partnering with multiple levels of government within the City and Commonwealth (VEDP). The candidate must have understood the need for discretion when working with some stakeholders, must be comfortable public speaking, and must have excellent writing skills. Attention to detail is a significant component of this position's work.

Requirements: Proficiency Microsoft Office, Google Workspace, Slack, and either experience in Salesforce or the ability to learn it quickly.

Additional Details:

- \$70,339 – \$112,345 Annually
- Location: 10300 Eaton Place, Ste. 235 (Fairfax City Economic Development Office)
- Schedule: 25% remote conditional on approval with director (excluding travel and prospect meeting)

To apply:

Application can be found on the [City of Fairfax website](#). Applicants must provide a resume and cover letter.