



Economic Development

Full Time Position ANNOUNCEMENT:

Economic Development Programs Manager

Fairfax City Economic Development Office

Fairfax City Economic Development Office (“EDO”): The Fairfax City EDO is the lead agency for economic development within Fairfax City. The Office 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, an independent but related agency of the City of Fairfax. Together these two agencies operate under the brand, “Fairfax City Economic Development.”

Job Description: The Economic Development Program Manager (EDPM) is responsible for proposing, developing, and overseeing the implementation of all retail business programming and other special projects as assigned. During the implementation phase, the EDPM serves as the liaison with business participants and leads the day of and on site execution. The EDPM will work closely with the Director and Senior Assistant Director to develop programs across all functions of the EDO including, but not limited to, business investment (attraction, retention, and relationship management), community partnerships to promote local businesses, and targeted events to support sales for local retail businesses (e.g. Fairfax City Restaurant Week, FLEX Card etc).

This position will report directly to the EDO Director with support to individual portfolio leads.

The EDPM Responsibilities include, but are not limited to:

Programs

- Lead and oversee the management and onsite execution of Fairfax City Economic Development programs;
- Coordinate with the Business/Community Engagement Specialist to ensure programs are marketed effectively through the EDO/A’s social media channels;
- Build community partnerships through meeting and distributing collateral for programmatic events to business participants while sharing information with community partners;
- Empower trusted-/ partner-organizations to coordinate, plan and implement events that support the Economic Development strategic work-plan.
- Oversee the management and administration of the FLEX Card which is a multi-brand digital gift card that can be used across multiple business sectors within the city;
Oversee the management of the Fairfax City Restaurant Week program (as a thought leader and contract manager);
- Prepare reports for Fairfax City Economic Development leadership, the City’s Senior Leadership Team, and the Mayor and City Council on program impact and measurement and when necessary present those findings during City Council meetings (will be scheduled in advance) and meetings of the Economic Development Authority.

Business and Association Engagement

- Cultivate strong relationships and communication with varied audiences to include nonprofit associations, PTA organizations, surrounding colleges/ universities and the city’s business community;
- Plan and host ribbon cuttings for new or expanding businesses in the City;
- Build community partnerships through meeting and distributing collateral for the Fairfax City Closed Loop Gift Card program to business participants;
- Collaborate with the Business/Community Engagement Specialist to ensure programs are communicated/promoted online and engagement occurs with the public;
- Document and manage relationships in the Fairfax City Economic Development CRM, BluDot.

- The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Qualifications: Preferred candidates will possess a bachelor's degree from an accredited college or university. Experience with managing programs or events from concept to logistics. Knowledge of government operations, private sector business development support and economic development efforts. Must have the ability to multitask, work well in a fast-paced environment, and must be detail oriented. Must also be a self-starter with a proven track record of showing independent work and initiative. Must be a good cultural fit for a small but growing team.

Requirements: Proficiency in Microsoft Office (Outlook, Word, Excel, etc.), Google Workspace, Wordpress, CRM management, Adobe, and Canva

Details:

- Full Time Salary (Range \$65,459.00 - \$104,552.00, Annually), Benefitted.
- Schedule: To be determined by current city/ office policy. At a minimum, this position requires forty-hours a week with occasional nights and weekends.

To apply:

Upload cover letter, resume and complete employee application on [NeoGov by clicking here.](#)