

Deputy Director for Business Development

Responsible for responding to requests for business and site information from “prospects,” including private companies, real estate brokers, real estate developers, business consultants, elected officials, PA Department of Community & Economic Development representatives, utility company representatives, etc. Provides information and then follows up with an attempt to bring job creating projects to the area.

Duties and Responsibilities:

- Serve as the primary contact for requests for business and site information from prospects.
- Supervises the preparation of the appropriate loan applications, as well as coordinates incentive financing plans, with the assistance of the Governor’s Action Team and the NEPA Alliance, for prospective businesses and existing businesses within Lackawanna County.
- Represents the department at professional association meetings/conferences, including PEDDA (Pennsylvania Economic Development Association), IAMC (Industrial Asset Management Council), IOREBA (Industrial or Office Real Estate Brokers Association) and Expansion Management.
- Works with the Communications Department to write press releases pertaining to the economic development projects and coordinate ribbon cuttings.
- Prepares presentations for the community.
- Assists in the creation of economic development marketing materials.

Requirements:

- Bachelor’s Degree in Communications, Business Administration, Advertising, Public Relations, Marketing, or a related field.
- Strong written and verbal communication skills are essential.
- Proficient in Microsoft Office.
- Experience in marketing, finance and real estate is helpful; but not necessarily required.

To apply, submit a resume and cover letter to:

**Lackawanna County Chief of Staff
200 Adams Avenue, 6th Floor
Scranton, PA 18503
elkinsm@lackawannacounty.org**