



Job Posting #:	28FB06012025	Posting Type:	External
Job Title:	Economic Development Specialist	Grade/Classification:	107/Exempt
Department:	Economic Development	Location:	Fredericksburg, VA

JOB DESCRIPTION

OVERVIEW

The Economic Development Specialist will provide more robust support of economic development, engineering, and member services departments through: increased capacity to respond to requests for information and enhanced project follow-up, increased focus on data recording and research to provide for enhanced analytical decision-making and increased community visibility, further developing reputation as an energy expert and partner in long-term decision planning.

ROLE AND RESPONSIBILITIES

- Primary focus on attraction of new C&I accounts with a secondary focus on assisting existing C&I accounts with expansion or relocation projects.
- Respond to gathering information for engineering, rate, and billing departments to ensure timely, accurate answers.
- Relationship development.
- Interest accounts in renewable energy, backup generator systems, etc. to increase member satisfaction and grow REC non-electric revenue streams, hand-off to appropriate REC departments.
- Update county/regional/state economic stats that feed into marketing materials.
- Document projects, meetings, etc. in CRM database.
- Derive statistics from said database to assess trends and effectiveness of economic development strategies.
- Interact with all 22 counties to identify their most marketable commercial properties.
- Work with county/regional/state partners to increase the site readiness of said sites.
- Identify available properties where REC has significant available capacity.
- Make recommendations for future infrastructure growth to contribute to comprehensive work plan,
- Maintain and update internal database with electric information on most sites for faster RFI response and to
- Build relationships with economic development partners, government partners, realtors and developers, key C&I members, etc.
- Represent REC at events and give presentations on our services.
- Providing backup for the Key Account Reps to assist C&I members during outage events.
- Performs other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor of Arts or Science Degree or equivalent in Business, Urban & Regional Planning, Public Administration, or related curriculum preferred or equivalent work experience will be considered in lieu of degree. Professional certifications or training in economic development preferred. Must complete at least one (1) professional development activity annually.

A minimum of two (2) years' experience in economic development, a strong working knowledge of the practice of economic development, and active participation in economic development organizations are required. Experience should include increasingly responsible administrative positions involving project management and research, real estate, business retention and expansion, or business attraction.

Must be able to communicate well, both verbally and in writing, and interact effectively with other Cooperative personnel as well as individuals outside the organization. Must provide and demonstrate strong project management, customer service, and research skills. Must possess basic computer skills, to include a working knowledge of Microsoft Office products, including, but not limited to Outlook, Excel, Word, and PowerPoint as required by job responsibilities. Prefer prior experience using CRM (customer relationship management) software such as Salesforce for project documentation and GIS (Geographic Information System) mapping software. Must have the ability to plan and organize work and be able to perform under pressure to meet specified deadlines. Must have a valid driver's license.

Must have or quickly gain knowledge of the Cooperative's service area, available properties, and the economic development professionals representing those areas. Must be able to obtain knowledge of the Cooperative, its Terms and Conditions, rates, understanding the electric grid and other knowledge appropriate for the position and job responsibilities.

Hybrid remote/ office work with generally regular hours with usual office conditions; however, occasional travel required in the performance of regular responsibilities as well as for educational purposes, which may include overnight trips. Attendance at various seminars, conferences, and community events may be required several times per year. Perform other duties as assigned.

HOW TO APPLY

Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rechr@myrec.coop.

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #28FB06012025

Deadline: Open Until Filled

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.