



Deputy Director, Business Vitality and Intelligence

Blueprint Intergovernmental Agency

Tallahassee-Leon County Office of Economic Vitality

Salary: \$71,580.29 - \$194,239.14/annually

Hiring Rate will generally not exceed \$126,423.44/annually

Position Overview:

The Tallahassee-Leon County Office of Economic Vitality is seeking a dynamic and experienced individual to join our team as the Deputy Director of the Business Vitality and Intelligence Department. This leadership role involves driving economic growth, fostering business expansion, and ensuring the continued success of our community's businesses. The Deputy Director will play a pivotal role in strategizing, implementing, and managing initiatives that support local businesses, attract new enterprises, and promote data-driven decision-making through business intelligence. This professional management position is responsible for working closely with and for the Director. Under the supervision of the OEV Director, the Deputy Director of Business Vitality and Intelligence oversees business development/expansion activities, managing the work plan to achieve the goals, strategies, and six key initiatives outlined in the [Tallahassee-Leon County Strategic Plan](#) and [Target Industry Study for Economic Development](#).

Key Responsibilities:

Department Leadership: Provide visionary leadership and oversight to the Business Vitality and Intelligence Department. Collaborate with senior leadership to set departmental goals, execute strategic plans, and allocate resources effectively.

Business Development: Lead efforts to foster growth and innovation within the local business ecosystem. Identify opportunities for new business development, partnerships, and investment, while ensuring alignment with the overall economic vitality goals of the community.

Business Recruitment: Develop and execute strategies to attract new businesses and industries to the area. Collaborate with stakeholders to create a compelling business proposition, leveraging the region's strengths and resources.

Business Retention: Implement programs to engage and support existing businesses, fostering an environment conducive to their growth and expansion. Proactively address challenges faced by local businesses and develop solutions to enhance their sustainability.

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www.OEVforBusiness.org

Business Intelligence: Oversee the collection, analysis, and interpretation of economic data and trends. Use business intelligence insights to inform decision-making, identify growth opportunities, and provide data-driven recommendations to stakeholders.

Stakeholder Engagement: Collaborate with government agencies, private sector partners, academic institutions, and community organizations to build strategic alliances that further economic development goals.

Budget Management: Responsible for managing the department's budget, ensuring fiscal responsibility, and optimizing resource allocation to achieve departmental objectives.

Performance Metrics: Develop and monitor key performance indicators to track the effectiveness of departmental initiatives, programs, and projects.

Qualifications:

- Bachelor's degree in Business Administration, Economics, Public Administration, or related field (Master's degree preferred).
- Proven leadership experience in economic development, business recruitment, retention, or related fields.
- Strong understanding of economic trends, business intelligence, and data analysis.
- Excellent communication, negotiation, and relationship-building skills.
- Demonstrated ability to lead and manage teams effectively.
- Knowledge of local government operations, policies, and regulations.
- Strategic thinker with the ability to innovate and drive change.

Minimum Training and Experience:

Possession of a bachelor's degree in Business, Marketing, Communications, Economics, Public Administration, or a related field and five years of experience, including economic development, community development, or real estate development, or an equivalent combination of training and experience. A Master's Degree may substitute for one year of experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.



CLOSING DATE: Open until filled

Must submit a City of Tallahassee application by the date designated above. Visit <http://www.talgov.com>.
Please follow the application instructions precisely.

TDD Number: 711.

Equal Opportunity, Veterans Preference, Drug-Free Employer