



Community & Economic Development Specialist

Location: Beaufort County, South Carolina

Job Type: Full-Time

Position Summary

The Community & Economic Development Specialist supports the Executive Director in implementing the BCEDC's economic development programs and priorities.

The position will work with existing businesses, prospective businesses, site selection consultants, property owners, developers, local governments, state and regional economic development organizations, educational institutions, chambers of commerce, utilities, and other community partners.

The Specialist will be expected to learn the organization's programs, systems, sites, target industries, partners, and prospects and become a reliable point of contact for day-to-day economic development activities.

This position requires someone who can move comfortably between research and analysis, business outreach, project coordination, marketing, administrative work, and direct interaction with business and community leaders.

Key Responsibilities

Business Recruitment and Project Development

- Support the Executive Director in responding to business recruitment and expansion opportunities.
- Research prospective companies, industries, markets, and site selection requirements.
- Respond promptly to requests for information from businesses, site selection consultants, developers, and economic development partners.
- Prepare company and community information, demographic data, workforce information, incentives, utility information, available properties, and other materials needed to support business recruitment projects.
- Assist with the preparation of proposals, presentations, project summaries, site information, and other materials used in business recruitment.
- Maintain confidentiality regarding active business prospects and projects.



- Track projects from initial inquiry through completion and maintain accurate records in the BCEDC's CRM and project management systems.
- Assist with coordinating meetings, site visits, community tours, and other activities associated with business prospects.

Existing Business and Investor Relations

- Assist with the BCEDC's existing business and industry retention and expansion program.
- Participate in business visits and maintain regular contact with local businesses.
- Document business needs, expansion plans, workforce challenges, infrastructure needs, and other issues identified through business outreach.
- Help connect businesses with appropriate local, regional, state, and federal resources.
- Conduct timely follow-up after business retention and expansion (BRE) meetings to address identified needs, challenges, and opportunities, coordinating with appropriate partners and resources to support resolution.
- Maintain accurate records of business contacts, meetings, projects, and follow-up activities.
- Help identify opportunities for business growth, expansion, and investment within Beaufort County.

Sites and Property

- Maintain current information on available industrial, commercial, and development sites.
- Research and update site characteristics, ownership, acreage, utilities, zoning, transportation access, environmental information, buildings, and other relevant site data.
- Assist with site visits and property evaluations.
- Work with property owners, developers, engineers, utilities, local governments, and other partners to gather information needed for prospective projects.
- Help maintain site marketing materials and online property information.

Research and Data

- Conduct research on demographic, economic, workforce, industry, real estate, and market conditions.



- Prepare maps, charts, reports, presentations, and other information used by the Executive Director and Board.
- Track relevant economic development trends and identify information that could affect Beaufort County's competitiveness.
- Maintain accurate databases and information within the BCEDC's CRM and other technology platforms.
- Use available technology, including artificial intelligence tools, to improve research, response times, communication, and organizational efficiency.

Marketing and Communications

- Assist with marketing Beaufort County as a place to live, work, invest, and do business.
- Help prepare presentations, newsletters, reports, social media content, website information, project announcements, and other communications.
- Support the development of marketing materials targeted to specific industries, companies, and site selection consultants.
- Help coordinate events, meetings, business visits, trade missions, conferences, and other economic development activities.

Partnerships and Community Engagement

- Develop and maintain productive relationships with businesses, property owners, developers, local governments, chambers of commerce, utilities, educational institutions, workforce organizations, state and regional economic development organizations, and other partners.
- Attend economic development meetings and represent the BCEDC professionally when assigned.
- Participate in community meetings and presentations as appropriate.
- Help educate community partners about the role of economic development and the BCEDC's programs and priorities.

Organizational Support

- Assist the Executive Director with implementation of the BCEDC's strategic priorities and annual work program.
- Prepare reports, spreadsheets, presentations, correspondence, and other materials as requested.



- Assist with Board meetings, committee meetings, presentations, and special projects.
- Maintain organized project files and ensure that commitments and follow-up activities are completed.
- Attend occasional evening or weekend meetings and events when necessary.
- Perform other duties that support the mission and objectives of the BCEDC.

Qualifications

- A bachelor's degree from an accredited college or university in economic development, business, economics, marketing, public administration, planning, communications, real estate, or a related field is preferred.
- Three or more years of experience in economic development, business development, marketing, planning, real estate, government, community development, or a related field is preferred. Candidates with strong potential and relevant experience in another field may also be considered.
- Experience with economic development, business recruitment, business retention and expansion, site selection, commercial real estate, or community development is desirable.
- Strong written and verbal communication skills are required.
- Proficiency with Microsoft Office, including Word, Excel, and PowerPoint, is expected.
- Experience with CRM systems, project management platforms, GIS, economic development data platforms, or artificial intelligence tools is a plus.
- A valid South Carolina driver's license and the ability to travel throughout Beaufort County and occasionally outside the region are required.

Knowledge, Skills and Abilities

The successful candidate should have or be willing to develop:

- Knowledge of basic economic development principles and practices.
- An understanding of business recruitment, retention, and expansion.
- Ability to research companies, industries, markets, properties, and economic trends.
- Ability to collect, organize, analyze, and present information.



- Strong writing, presentation, and interpersonal communication skills.
- Ability to build and maintain professional relationships.
- Strong organizational and project management skills.
- Ability to manage multiple assignments and priorities.
- Ability to work independently while knowing when to ask for assistance.
- Strong attention to detail without losing sight of larger organizational goals.
- Good judgment and discretion when handling confidential information.
- Ability to work effectively with public officials, business leaders, property owners, consultants, community organizations, and the public.
- Willingness to learn new technology and use it to improve productivity and service.
- Ability to represent the BCEDC professionally in meetings, events, site visits, and other settings.

What You Can Expect

This position provides an opportunity to work directly with the Executive Director and gain practical experience across nearly every aspect of economic development. You will not be limited to one area of the profession.

The BCEDC is a small organization, which means your work will be visible and your contributions will matter. The right person will be given increasing responsibility as they demonstrate initiative, reliability, judgment, and the ability to get things done.

The goal is to build a strong economic development professional who can contribute immediately while continuing to grow with the organization.

About the Beaufort County Economic Development Corporation

Beaufort County is one of South Carolina's fastest-growing communities and one of the state's most recognized destinations for business, tourism, and quality of life. Located in the Lowcountry along the Atlantic coast and Interstate 95, the county includes the City of Beaufort, Town of Port Royal, Town of Bluffton, and Town of Hilton Head Island.

The Beaufort County Economic Development Corporation (BCEDC) was created to strengthen and diversify the county's economy. While tourism and the military remain



important parts of the local economy, the BCEDC works to expand opportunities in advanced manufacturing, aerospace and defense, life sciences, aquaculture and seafood, technology, logistics, and other targeted industries.

The BCEDC is seeking a Community & Economic Development Specialist to join its team and work closely with the Executive Director. This position is an important part of the organization's day-to-day economic development efforts and will provide support across business recruitment, existing business assistance, research, marketing, site development, project management, and community engagement.

The ideal candidate is a self-starter who takes initiative, learns quickly, follows through, works well with others, and genuinely cares about the mission of the BCEDC and the future of Beaufort County.

How to Apply

To apply, submit a cover letter and résumé for consideration. The cover letter should describe your interest in the position, relevant experience, and ability to support community and economic development work in Beaufort County.

Application materials should be sent to:

Ms. Kelli Brunson, Senior Project Manager

kbrunson@thrivebeaufort.org

Applications will be reviewed as they are received, and the position will remain open until filled. Candidates selected for further consideration may be asked to provide references, writing samples, or additional information.

All inquiries and application materials will be handled confidentially to the extent permitted by law.

Equal Opportunity

The Beaufort County Economic Development Corporation is an equal opportunity employer. Employment decisions are based on qualifications, experience, skills, and the needs of the organization.

This job description is intended to describe the general nature and level of work performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or requirements. The BCEDC reserves the right to modify responsibilities as organizational needs change.