

JOB DESCRIPTION



Title	Business Development Manager		
Status	Full Time Exempt	Reports To	President & CEO

POSITION SUMMARY

The Business Development Manager directs economic development programs and projects in the Grand Forks region, working with community leaders to attract new businesses and support local businesses with retention and/or expansion projects. The Business Development Manager must effectively build and maintain relationships with public and private partners, stakeholders, and industry representatives to effectively advance the EDC’s strategy, goals, and objectives to recruit, grow and retain primary sector business that align with EDC priorities. S/he frequently meets with stakeholders and collaborates at various levels to advance the EDC’s strategy, goals, and objectives.

ESSENTIAL DUTIES & RESPONSIBILITIES

- | Develop and deploy strategies for primary sector business attraction, recruitment and retention initiatives in the region’s target industries.
- | Manage client projects through necessary processes to include responding to RFPs and preparing proposals; coordinating site visits; packaging financial applications; identifying and connecting clients to regional resources and partners.
- | Maintain sound knowledge of the region’s business development assets including, but not limited to, its communities, service providers, incentive programs, and available sites.
- | Manage projects portfolio, ensuring EDC is responding to client needs; track projects’ status; prepare necessary reporting.
- | Manage activities of the Foreign Trade Zone, recruiting and supporting clients and overseeing reporting requirements.
- | Regularly attend business community meetings and events; serve as an EDC spokesperson with stakeholder groups and media.
- | Participate in professional associations and organizations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- | Requires a bachelor’s degree in business or related field. At least two years of business development experience is preferred.
- | Knowledge of principles, practices, and methods of economic development.
- | Competent user of standard business computer software and client management system.
- | Ability to organize and prioritize responsibilities.
- | Excellent oral and written communication skills for preparing and presenting reports and projects.

- | Must have strong interpersonal, organization and communication skills for facilitating relations with public and private sector partners; ability to function successfully in a team environment.
- | Demonstrated ability to work within timelines to define and execute steps necessary to bring projects to successful conclusions.
- | Effective organization skills, with the ability to use independent judgment regarding work priorities.

OTHER REQUIREMENTS

- | Occasional overnight travel may be required

SALARY & BENEFITS

- | Pay range begins at \$60,000 per year.
- | Health and dental insurance offered.
- | Paid time off and holidays.
- | 401k: 5% employer contribution.
- | Expense reimbursement.
- | Cell phone provision.

APPLICATION DEADLINE: JULY 14, 2017

Letter of interest, resume, three professional references and salary history. Send to:

dorisc@grandforks.org or Grand Forks Region EDC: 120 N. 4th St., Grand Forks, ND 58203.

June 2017