

JOB DESCRIPTION



Title	UAS Sector Development Manager		
Status	Full-time Exempt	Reports To	President & CEO

POSITION SUMMARY

The Grand Forks Region EDC UAS Sector Development Manager is responsible for primary sector business recruitment and expansion in the Grand Forks, N.D. region in the aerospace sector, primarily focused on autonomous systems development. S/he will lead EDC initiatives to foster collaboration among industry partners and provide resources and expertise to engage with stakeholders and capitalize on new opportunities for industry development.

ESSENTIAL DUTIES & RESPONSIBILITIES

- | Support business attraction and expansion and ensure companies are aware of and actively use EDC services. Facilitate company access to necessary resources including financing support, potential regional partners, workforce training programs, and local leaders.
- | Serve as the organization’s representative to maintain and enhance relationships with UAS industry leaders and partners in business, higher education, military, and political offices at local, state, and national levels.
- | Develop and deploy marketing and business development strategies to attract aerospace/UAS industries to the region including participation in appropriate affiliated organizations, conferences, and trade shows that align with the industry.
- | Execute business expansion proposals and host site visits.
- | Participate in professional associations and organizations and, when appropriate, assume leadership roles. Organization involvement will include Base Realignment Impact Committee (BRIC), Association of Unmanned Vehicle Systems International (AUVSI), and other identified committees and organizations deemed invaluable to enhancing business relationships.
- | Identify trends specific to the aerospace/UAS sector and prepare and execute an annual UAS work plan to maximize the region’s ability to proactively respond to industry opportunities.
- | Maintain an inventory of regional UAS supply chain capabilities and research & development efforts.
- | Manage and engage a regional UAS advisory board
- | Collaborate with the EDC marketing manager to refine and enhance communication messages and branding that support the region’s UAS sector development.
- | Represent the Grand Forks Region EDC at community functions, in media, and at seminars and forums as required/requested.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- | Requires a bachelor's degree and a minimum of three (3) years business and/or economic development experience with preference to a candidate with aviation/UAS experience and established network.
- | Demonstrated ability to work within timelines to define and execute steps necessary to bring projects to successful conclusion.
- | Strong interpersonal skills and demonstrated ability to function successfully in a team environment.
- | Excellent communication skills, written and verbal. Must be comfortable speaking in public.
- | Effective organization skills, with the ability to use independent judgment regarding work priorities.
- | Adapt to rapid change.
- | Competency in using standard office computer technologies including Microsoft Office and Internet resources to prepare reports, proposals, etc...and execute necessary research.

OTHER REQUIREMENTS

- | In-state and out-of-state overnight travel may be required with occasional international travel

SALARY & BENEFITS

- | Pay range \$60,000 - \$90,000, depending on experience
- | Health and dental insurance offered.
- | Paid time off and holidays.
- | 401k: 5% employer contribution.
- | Expense reimbursement.
- | Cell phone provision.

APPLICATION DEADLINE: AUGUST 31, 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