



## **Director of Business Development**

**Position type:** Full-time, Exempt

**Starting range begins:** \$85,000+

**Location:** Grand Forks, ND

The Director of Business Development 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 Director of Business Development leads EDC business development staff and 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. The Director of Business Development frequently meets with stakeholders and collaborates at various levels to advance the EDC's strategy, goals, and objectives.

### **General Description of 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.
- Leads EDC business development staff to achieve organizational goals.
- 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.

### **Required Knowledge, Skills and 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, with the ability to use independent judgment regarding work priorities.
- Excellent oral and written communication skills for preparing and presenting reports and projects.
- Demonstrated ability to work within timelines to define and execute steps necessary to bring projects to successful conclusions.
- 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.
- Possess a valid Driver's License.

Occasional overnight travel may be required.

Final candidate will be required to pass a Background Check and Motor Vehicle Report.

**How to apply:** Email resume and cover letter to [bridgetw@grandforks.org](mailto:bridgetw@grandforks.org).

**Closing date:** May 16<sup>th</sup> at 5:00 pm

For information on Grand Forks Region EDC please visit our website: [www.grandforks.org](http://www.grandforks.org)

Grand Forks Region EDC is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.