



## DIRECTOR, EXISTING INDUSTRY & BUSINESS DEVELOPMENT POSITION DESCRIPTION

<b>Title:</b>	<b>Director, Existing Industry &amp; Business Development</b>
<b>Organization:</b>	Business Development Board of Martin County, Inc. (BDBMC)
<b>Reports to:</b>	Executive Director
<b>Summary:</b>	This position is responsible for supporting the retention and expansion of existing Martin County companies as well as handling project management activities in support of attraction and recruitment of companies to the county.
<b>Hours:</b>	40 hours a week with occasional overnight travel.
<b>Starting Salary:</b>	\$70,000 - \$85,000

### Examples of Duties:

- Proactive and regular engagement of existing business establishments throughout the county
- Represent and promote Martin County to prospective companies, investors and developers
- Conduct economic development project management (determine and analyze location criteria for business prospects; respond to information requests; partner with local and regional economic development organizations; prepare formal presentations for business prospects; plan, coordinate and guide company representatives on site tours and community tours)
- Assist with marketing and advertising campaigns and other prospect development activities
- Develop and maintain meaningful and effective professional relationships with the various local, regional and state economic development partners and organizations
- Help coordinate and execute monthly board meetings
- Assist with planning and execution of various events that support the overall goals of the BDB
- Attendance at various meetings of local chambers of commerce and other civic/business associations, as necessary
- Attendance at industry events and conferences as well as professional development events
- Solving complex issues in a creative and collaborative manner, effectively leveraging external partners to serve prospects, consultants, and previously satisfied clients.
- Help establish and maintain relationships with key individuals and stakeholders from relevant industry sectors through trade association involvement, industry events and other avenues
- Collaborate with company representatives and/or consultants during and after the incentives approval process (e.g. compliance timelines, incentive payout schedules, etc.)



### **Typical Qualifications and Competencies**

- Bachelor's or Master's Degree is required (Public Administration, Business Administration, Economic Development, Public Policy, Political Science or similar field is a plus)
- Minimum of one to three years of experience in economic and/or community development, commercial real estate, banking/financial services, or a professional business services industry sector.
- Strong verbal and written communication skills, including public speaking
- Skilled in interpersonal relations and relationship-building
- Detail-oriented personality
- Commitment to being a team player who enjoys collaboration and information sharing
- Skill in planning, organizing, coordinating and executing projects
- Knowledge and ability to comprehend and analyze demographics/business market research
- Ability to work independently and follow through on assignments with minimal direction
- Ability to work a flexible schedule to include occasional work and travel on evenings and weekends in order to attend meetings, events and conferences, or handle special projects

### **Supplemental Information**

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms; use of safe workplace practices with office equipment; avoidance of trips and falls; everyday interaction with people and observance of fire and building safety regulations and traffic signals and laws when driving.

### **Additional Information**

The Business Development Board of Martin County has the right to revise this position description at any time, and this position description does not represent in any way a contract of employment.