

Title: Director of Business Development

Reports to: President and CEO

Summary of work: The position is responsible for global recruitment and expansion of business and industry to the Greater Daytona Region/Volusia County thereby contributing to job creation and a vibrant business climate for the region's workforce.

Key Responsibilities and Tasks:

- Recruit businesses worldwide for expansion or relocation.
- Meet with site selection consultants to promote Volusia County amenities, discuss specific properties and sites, discuss state and local economic development incentives.
- Guide prospects through all stages of recruitment from referral through announcement.
- Function as a key marketer and business expansion and relocation advocate.
- Forge and maintain strong working relationships with site selection consultants.
- Generate one-on-one contact with high-level executives and decision makers of all prospects.
- Work with president and CEO to formulate long range goals.
- Respond to inquiries concerning economic, demographic, and related information as well as industrial and commercial development opportunities to assist businesses in the site location process.
- Respond to industry prospects with professional and creative inducement proposals.
- Facilitate negotiations between businesses, financial institutions, and government agencies.
- Prepare comprehensive research and analysis reports of economic development needs, issues, problems and perform market research and analysis.
- Establish and maintain a detailed and accurate community profile and real estate inventory used in promotional and funding proposal materials to include gathering data on business and community demographics; available development sites; industrial and commercial buildings; land costs and lease rates; transportation facilities; labor markets; long and short-term financing; utilities; education opportunities; and other related community information.
- Evaluate market studies and project pro forma.
- Review and analyze information and data regarding Volusia County economy, current and potential initiatives and strategies, and other related material.
- Participate in regional and statewide economic development activities including professional gatherings or workshops for recruitment purposes.
- Assist president and CEO in providing timely reports to board of directors on strategic outreach program and project pipeline.
- Solicit input and support from federal, state, and local government agencies, business groups, local advisory committees and the public regarding industry attraction and expansion needs.
- Forge strong working relationships with county, city, and town governments.
- Entertain, provide tours, and coordinate activities for visiting prospects.
- Travel to national and international missions and trade shows as part of strategic outreach activities.

Required Skills and Abilities:

- Thorough understanding of economic development and the attraction and recruitment process.
- Ability to solve problems and analyze critical information.
- Ability to be a team player.
- Considerable knowledge of business development.
- Ability to handle simultaneous projects and meet established timelines.
- Ability to multi-task, prioritize and determine solutions with a minimum of supervision.
- Ability to comprehend complex legal documents, development agreements and contracts, executive business letters and communications, master plans, design guidelines, construction site plans, and related materials.
- Ability to communicate effectively to groups and individuals.
- Ability to prepare and analyze statistical and financial reports and data.
- Familiarity with principles and practices of economic and real estate development practices and governmental budgeting/finance principles.
- Communicate clearly and concisely both verbally and in writing, retaining confidential information as required.
- Demonstrate persuasive speaking skills in diverse settings.
- College-level written communication ability; ability to prepare marketing documents, development agreements, concise and professional letters.
- Working knowledge of principles and practices of demographic research and analysis; statistics applicable to economic analysis.
- Excellent interpersonal skills with the ability to establish and maintain effective working relationship with individuals, businesses, governments, and board of directors; consensus building and customer service skills.
- Considerable knowledge of urban economic development principles and methods.
- Strong computer skills with proficiency in Microsoft Office, InDesign, Adobe Acrobat.

Minimum Job Requirements:

EDUCATION / EXPERIENCE

- Bachelor's degree in Business Administration, Economics, Finance or Public Policy. Master's Degree is a plus
- The ability to work with limited supervision
- 3-5 years of experience in economic or community development
- Certified Economic Developer (CEd) through IEDC or IEDC basic coursework leading to certification is a plus and/or the AEDL Master Economic Development Practitioner (MEDP).

LANGUAGE SKILLS

- Must be able to communicate effectively in English both verbally and in writing
- Ability to articulate complex ideas simply

SALARY: Negotiable

APPLYING

Please send your cover letter and up-to-date resume to Debbie Robbins, Executive Assistant to the president and CEO, at d Robbins@tvedc.com with the subject line: **Business Development**.