



Business Development Board of Palm Beach County, Inc.

Business Development Manager – Job Description

This is a management level position with an organization recognized by its peers as one of the best in the State of Florida. The candidate selected for this position must be an initiative-taker, capable of multi-tasking and requiring little supervision. Effective communication and computer skills are a must.

Requirements

- Bachelor's degree in business or allied field preferred.
- Sales and marketing experience preferred.
- Ability to travel frequently within Palm Beach County.
- Limited travel outside of Palm Beach County and the State of Florida.
- 3-5 years of Economic Development experience preferred.

Responsibilities

- Facilitate business expansion and relocation projects in Palm Beach County with a primary concentration on expanding existing businesses in Palm Beach County.
- Create and maintain an inventory of potential expansion/relocation prospects.
- Schedule a minimum of three to five appointments per week at local businesses to explain BDB services.
- Analyze trade publications to monitor industry trends.
- Participate on a limited number of business recruitment sales missions.
- Participate at a limited number of industry trade shows/conferences.
- Plan and facilitate prospect building and site tours.
- Solicit new buildings and sites for the BDB's property data base.
- Maintain accurate prospect files.
- Establish and maintain contact with Enterprise Florida project managers.
- Establish and maintain contact with national site consultants.
- Prepare monthly activity report.
- Represent BDB at selected business/community organization meetings.
- Additional duties as may be assigned by supervisor.

To submit a resume or ask questions, please contact Tim Dougher at tdougher@bdb.org