

Position Title:

Director of Business Development

Report to:

CEO of Cleveland-Bolivar County Chamber of Commerce

Overview of Position:

The Director of Business Development will be responsible for helping the CEO manage the organizations economic development programs and services. This position will work closely with local, state, and educational institutions to develop workforce development programs and with existing business and industry in the community.

Job Description:

Accountable for maintaining a high level of familiarity with the county's marketable assets, building and sites, and local and state incentives. Additional key responsibilities include working with the CEO to coordinate all projects and activities within the county to promote workforce training, economic development, and quality of life. Represent the community locally, regionally and nationally. Weekend and evening hours will also be required at certain times throughout the year.

Job Responsibilities:

Coordinate with business and industry, K12 education institutions, community colleges, and universities to develop a workforce pipeline of resources and programming.

Assist economic development team in workforce training, business attraction, business retention, land and sites program efforts and research.

Collect, organize, track, interpret and report on economic indicators for the purpose of marketing, educating, and promoting the community.

Maintains databases of information for review and analysis.

Create brief, clear, and concise spreadsheets, reports and presentations to deliver to stakeholders, boards, and other partners.

Build strong and productive relationships with appropriate public agencies at the local and state level.

Maintain current inventory of available commercial and industrial buildings and sites, regularly updating/verifying local site data.

Assist in completing RFI/RFP by providing data and statistical research.

Coordinate and participate/provide support for site visits.

Complete special projects and other duties as assigned.

Job Requirements:

Knowledge of local and state government.

Detailed oriented.

Skilled in planning, organizing and executing projects.

Knowledge and ability to comprehend and analyze demographics/business market research.

Strong computer skills in spreadsheets and cloud based web applications, social media outlets.

Excellent verbal and written communication skills.

Ability to work independently and follow through on assignments with minimal supervision.

Must be a resident of Bolivar County within six months of employment.

A valid driver's license is required.

Education/Experience:

Bachelor's degree and/or three years of experience in economic/community development, public administration, business or similar field . Any equivalent combination of education and experience will be considered.

Salary:

Will be determined based on qualifications and experience.