

DEVELOPMENT AUTHORITY OF CLAYTON COUNTY

JOB TITLE: Business Development Manager/ (retention and expansion/Attraction)

JOB SUMMARY:

The primary responsibility of this position is to identify, evaluate and manage major Countywide program activities involving business and community development, business attraction, business retention and other initiatives. This position reports directly to the Executive Director of the Development Authority.

MAJOR DUTIES:

Provide complete project management services for assigned special projects with the Development Authority, including project research and marketing. Support existing and planned program activities involving (re) development and business/community development districts. This includes major infrastructure improvement projects, grant programs, and marketing initiatives.

Proactively seek out and manage, new development projects.

Look for opportunities that promote Economic Development, revitalization, and infrastructure development throughout the County.

Organize, plan, prioritize, and coordinate multiple projects as assigned by the Executive Director. Represent the office at various trade shows, networking events and public outreach events.

Assist in the preparation of marketing plans and strategy.

Provide resources and technical assistance to businesses contemplating

investment and growth in the County by linking them to appropriate local, regional, state and federal resources and programs.

Act as a technical representative to both local and non-resident businesses in order to coordinate available County assistance and to perform advocate functions for these businesses.

Develop and maintain communication with area businesses and other interested groups in order to gather and disseminate pertinent information regarding business needs and economic development services.

Participate in national and international business attraction trade missions with senior level County officials and business executives.

Successfully facilitate new business investment to Clayton County by making direct sales calls.

Provides problem-solving and expansion assistance to Clayton County companies.

Acts as an advocate, when appropriate, on behalf of business clients, by representing them in community actions that directly affect their business activity.

Cooperates with, and is knowledgeable of, the various business services of other development agencies and supports these activities to the extent possible.

Performs follow up via written communication and personal visits to prospects on a regular basis, in order to provide continual and high quality assistance.

Assists businesses in pursuing export and/or government procurement opportunities.

The duties listed above are typical for this position. The omission of specific statements of the duties does not exclude them from the classification if the

work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Requires excellent written and verbal communication skills.

Excellent interpersonal skills to include the ability to interact with various departments of government, including a heightened ability to maneuver within the corporate community.

Ability to work effectively under tight deadlines and manage projects independently. Must be a team player.

Ability to read, interpret, and apply laws, rules, and regulations. Must be able to gather, analyze, and evaluate a variety of data points.

Outside sales/business development experience desirable.

Familiarity with various areas of economic development, including comprehensive planning, land development, marketing, international business relations, and industrial revenue bond financing.

Must have the ability to work and maintain a high level of confidentiality.

All members of the Economic Development Office are exposed to confidential and proprietary information at multiple levels during project management and client interaction and are expected to maintain confidentiality and professionalism throughout their employment with Clayton County.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business, English, Public Administration, Finance, Economic Development or closely related field is required.

Five (5) or more years of related experience in business, economic

development, marketing, public relations or research or any equivalent combination of education, training, and experience.

Ability to understand and develop computer models for costs analysis and compose financial and budgetary reports.

Knowledge of financial incentive programs related to economic development.

Must possess and maintain a valid Georgia driver's license and be able to complete County Defensive Driving training.

Must possess or be able to acquire US Passport for international travel.

May be required to work flexible hours and to travel when needed.

Knowledge of PowerPoint, Adobe Creative Suite, InDesign, and web design is a significant plus.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12 – 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Development Authority of Clayton County, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the

Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Send resume and cover letter to: Economic.Development@claytoncountyga.gov

Revised August 2018