



BUSINESS DEVELOPMENT EXECUTIVE POSITION DESCRIPTION

Title: Business Development Executive
Organization: Business Development Board of Martin County, Inc. (BDBMC)
Reports to: Executive Director
Summary: This job is responsible for managing lead generation and project management activities to support business recruitment, expansion and retention in and to Martin County, Florida.
Hours: 40 hours a week with occasional overnight travel.
Position Deadline: Open until filled. Send letter of interest and resume by February 11, 2022 for first round consideration.

Examples of Duties:

- Identify and solicit interest of targeted businesses best suited to locate or expand a facility in Florida; market Florida's industry-specific assets to prospective businesses
- 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 and community tours
- Experience solving complex issues in a creative and collaborative manner, effectively leveraging interdepartmental and external partners to serve prospects, consultants, and previously satisfied clients.
- Provide input into marketing, advertising, direct mail campaigns and other prospect development activities
- Research business climate issues and conduct analysis for project proposals affecting the targeted industries
- Establish relationships with key individuals within relevant industry sector(s) through trade association involvement, industry events and other relevant avenues
- Collaborate with consultant/company during and after the incentives approval process, including: compliance timelines, incentive payout schedules, workforce and repeat business
- Provide direction for development of project work plans, including project scope, timelines, and specific analyses to be completed
- Develop and maintain relevant relationships with local and regional economic development agencies, workforce and labor, stakeholders, and other key government agencies
- Develop strategic plans for assigned sector(s) for implementation and attainment of goals, objectives, policies, procedures, and work standards
- Act as a liaison for current and prospective businesses; provide assistance with understanding local and State economic development rules, regulations, policies and procedures
- Maintain and develop data on sector specific businesses, growth, and opportunities, while directing long and short-term planning and other studies and reports. Summarize and survey relevant literature and provide critical commentary



- Prepare and/or analyze economic information such as reviewing financial statements, marketing studies, economic studies, plans and specifications
- Exercise independent judgment within general policy guidelines
- Communicate effectively, verbally and in writing

Typical Qualifications

A Bachelor's Degree is required. Eight or more years of experience in economic and/or community development, banking-financial services, commercial real estate and/or professional business services industry sectors. Proven experience with employers, citizens, community, elected officials, boards and commissions. Must be able to communicate clearly and concisely, orally and in writing, and have proven technical report writing, presentation preparation and sales skills. Intermediate level competence with Microsoft Office and CRM applications expected. Overnight travel expected and must possess a Florida Driver's License. Must demonstrate behaviors that support the BDBMC's mission and core values including a commitment to teamwork coupled with collaboration and robust information sharing.

Supplemental Information

Must be able to work a varied schedule that could include evenings and possible weekend work and/or travel. 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.