

Business Development Officer Proposal

Position Description

June 29, 2021

Job Description: The **Business Development Officer** performs a variety of professional work including, technical, research and some administrative duties in preparation and implementation of economic development plans, programs, and services. The position aids in the planning and coordination of community development projects, helps guide businesses through the local and State permitting processes, and provides research for SSGA projects. This position is a direct report to the SSGA President & CEO. Specific duties and responsibilities include, but are not limited to the following:

- Support economic development initiatives to achieve the goals and objectives of the SSGA and its Board of Directors.
- Assist in the development of short and long term economic and community development plans, as well as the gather information and prepare studies, reports, and recommendations to achieve such goals.
- Prepare and maintain information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, to respond to requests for information for economic development purposes.
- In coordination with owners and brokers, maintain a listing of available properties and buildings.
- Work with property owners and brokers to prepare sites for marketing and development.
- Develop strong relationships with current businesses to support an effective business retention and expansion program. This will include conducting at least 50 visits annually with current businesses in the community.
- Develop strong relationships with key representatives of targeted industries and site selection consultants to bolster SSGA's business attraction efforts. This will include the development of at least 25 quality relationships with key individuals and consultants.
- Perform market research and data analysis to support SSGA objectives and area businesses.
- Coordinate with other agencies, developers, and governmental officials to assist businesses with application and permitting processes.
- Maintain a liaison relationship with various local, State, and Federal agencies.
- Attend professional development workshops and conferences to keep abreast of trends and developments in the economic development field.

Training and Experience Required:

- Previous experience in economic, community and business development.
- Degree in a relevant field of study from a four-year college or university.
- Ability to prepare and analyze reports and data. Experience with data analysis and market research is preferred.

Salary will be based on qualifications and experience. Budget considerations must also be considered when finalizing a salary offer for a qualified candidate.