

Albany-Dougherty Economic Development Commission
Job Description

Job Title: Director of Business Relations
Reports To: President/CEO

SUMMARY

The Director of Business Relations will work directly with companies in Albany and Dougherty County and with investors in the EDC to ensure access to local, regional, state, and federal resources to help them achieve their growth goals. Additionally, the Director of Business Relations will work closely with a network of local, regional, and state economic development professionals committed to assisting companies and communities in achieving their growth plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement work plans to achieve strategic objectives specific to business retention and expansion.
- Develop and maintain strategic relationships with local government officials, businesses, site selectors, commercial real estate brokers, and the development community to promote and facilitate economic vitality for Albany and Dougherty County.
- Assist in planning, developing, and implementing strategies regarding economic development, marketing, and business attraction and retention.
- Facilitate business growth projects by identifying and accessing funding and resources from local, regional, state, and federal economic development partners.
- Engage with local government officials and local economic developers to identify and support their respective business growth programs and projects to implement in the community.
- Act as a representative for client companies when meeting with local, regional, or state officials.
- Develop and maintain up-to-date knowledge of economic development incentives and programs available at local, state, and federal levels.
- Facilitate, monitor, and manage economic development incentives.
- Develop, maintain, and communicate an effective business retention and expansion program.
- Develop and maintain a database of available local real estate for potential commercial development or expansion. Maintain this database in both the GIS planning database while working alongside other partners to ensure accuracy in information sharing.
- Assist with completing RFI requests.
- Assist the President & CEO with oversight of site development.
- Assist other ADEDC staff members with event planning for all functions of ADEDC
- Other duties and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

Works with staff to achieve ADEDC goals and objectives.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty acceptably. The requirements listed below represent the knowledge, skill, and ability required.

EDUCATION and EXPERIENCE

Bachelor's Degree required. Candidates should have 3+ years of business leadership, workforce development, economic development, public policy, or related experience.

REQUISITE SKILLS

Candidates must have extensive experience working in collaborative environments and have strong Interpersonal skills and client relations. Preferred candidates will have experience with grant writing and administration, as well as demonstrate the ability to be proactive, self-motivated and requiring little oversight. Elevated organizational skills, good judgment, punctuality, initiative, strong work ethic, project management, strong oral communication, the ability to draft and distribute needed correspondence including press releases, the ability to anticipate and solve practical problems, and requisite managerial skills. The ability to use Microsoft Office 365 is required.

CERTIFICATES, LICENSES, REGISTRATION

None are required at this time.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Individuals may need to sit or stand as needed and may require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder height, below the waist, or lifting as required to file documents or store materials throughout the workday; may include lifting up to 50 pounds for moving materials. Proper lifting techniques are required.

The performance of this position may occasionally require exposure to manufacturing areas that require the use of personal protective equipment, including but not limited to safety glasses with side shields, steel-toed boots and mandatory hearing protection. Primary work environment: ambient room temperatures, lighting, and office equipment as found in a typical office environment.

SALARY

Compensation for the position is competitive and commensurate with experience.