



HUMAN RESOURCES DEPARTMENT

TITLE: Director Business Development
DEPARTMENT: Economic Development Corporation
REPORTS TO: EDC President

LAST UPDATED: October 1, 2014
JOB CLASS: TBD
FLSA DESIGNATION: Exempt

Summary: Under general supervision of the EDC President, the Director of Business Development is responsible for development and implementation of business development through national and international business attraction programs and activities to encourage new investment, businesses and jobs to Frisco. Incumbent may be required to perform position-related tasks other than those specifically listed in this description.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Oversees the development and implementation of targeted business attraction activities and programs to reach prospective companies through qualified national and international business development leads.
- Plans and executes targeted national and international business development recruitment trips.
- Develops and maintains professional business relationships with clients, brokers, consultants, site selectors and allies regionally, nationally and internationally through personal contact and participation in professional industry related organizations.
- Assists with the development and implementation of an economic development strategic plan for the Frisco EDC that includes vision, goals, and objectives on a regional, national and international basis.
- Conducts promotional and informational presentations to market Frisco to targeted audiences.
- Responds to and manages responses to inquiries and conducts follow-up with personal contact and written communications and completes targeted sales calls to national and international prospects including hosting of meetings, visit and tours with business prospects and allies.
- Provides development reports to the EDC's President, Vice-President and others as directed by the EDC President.
- Compiles demographic and economic data to respond appropriately to inquiries and requests.
- Analyzes trends and conditions that will impact Frisco and determine necessary strategic modifications to take advantage of those trends and conditions.
- Identifies areas of opportunity and weakness to improve the competitiveness of the community.
- Develops and implements programs in conjunction with the Director of Marketing to generate prospect leads, uses professional services contracts with qualified lead based company to increase and sustain business development efforts to targeted industry clusters both nationally and internationally.
- Serves as a presenter/speaker at relevant national and international meetings and events.
- Assists existing Frisco companies in conjunction with the Director of Business Retention & Expansion to facilitate the retention and expansion of their national and international business.
- Coordinates with appropriate local contacts to evaluate and establish friendship cities or similar relationship leading to economic and business partnerships for the City and/or FEDC.
- Assists in creation of appropriate asset promotion on Frisco EDC website with international translations for key languages.
- Develops and maintains positive working relationships with the FEDC staff and city officials, executives, and department directors.

Other Important Duties:

- Attends and represents the FEDC at certain events, functions, meetings and conferences.
- Attends City events on evenings and weekends as necessary.
- Travels to attend meetings, conferences and training; may travel internationally.
- May be required to work extended hours, evenings and weekends.
- Participates in community affairs as necessary to enhance the organization's professional image.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of City and department management policies and procedures.
- Knowledge of managerial and professional economic development principles, practices and procedures.
- Knowledge of applicable Federal, state and local laws, codes and regulations relating to general governmental management and economic development.
- Knowledge of principles and practices of public relations, including methods of business development, marketing and implementation.
- Knowledge of financial tools available on a local, state and national level that benefit a company or FEDC
- Proficiency in the use of computers and related equipment, hardware and software applicable to area of assignment.
- Proficiency in oral and written communications.
- Skill in strategic planning with the ability to understand the big picture and align priorities with broader goals and measurable outcomes
- Skill in critical thinking skills with the ability to analyze projects, situations or statements and determine their validity
- Skill in appropriate handling of politically sensitive and confidential information.
- Skill in organizing, prioritizing, tracking and managing multiple assignments, projects and tasks.
- Skill in effectively supervise and coordinate duties of assigned staff.
- Skill in contract negotiation and administration.
- Ability to work under deadlines and stressful situations.
 - Ability to conduct training, communicate at panel discussions and make professional presentations
 - Ability to provide professional customer service practices and procedures.
 - Ability to work independently in a fast-paced environment.
 - Ability to resolve problems quickly and effectively.
 - Ability to handle sensitive and confidential business and client information.
 - Ability to be able to establish and maintain effective working relationships with a diverse range of job-related contacts.
- Ability in the willingness to be a team member with ability to be a team leader.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Business Administration, Public Administration or related field, with five (5) years progressively responsible experience in economic development and 2-3 additional years of management /supervisory experience **or** equivalent combination of education and experience.
- Preference given to graduates of the Economic Development Institute.
- Preference given to individuals possessing a certification such as a Certified Economic Developer.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to irate or angry individuals.
- May be subject to extended periods of mental concentration, research and analysis.
- May be subject to bending, reaching, kneeling and lifting such as retrieving or replacing files and records, and setting up for meetings and special events.
- Must be able to lift up to 20 pounds.

Equipment and Tools Utilized:

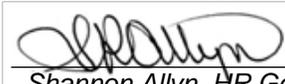
- Equipment utilized includes personal computer, copier, calculator, fax machine, two-way radio, cellular telephone, multi-line telephone and other standard office equipment.

Signed by Jim Gandy

Jim Gandy, EDC President

10/06/2014

Date



Shannon Allyn, HR Generalist

10/06/2014

Date