

JOB DESCRIPTION

TITLE: Business Development Officer

REPORTS TO: Director of Business Development

SUMMARY: The Business Development Officer assists eligible Erie County businesses through the ECIDA's economic development process with the goal of encouraging job creation and investment.

PRINCIPAL FUNCTIONAL RESPONSIBILITIES:

- Assist business through the economic development process including client interface, application processing and review, oversight of project approval process and coordination with various public sector organizations.
- Directly responsible for client contact and deal structuring within the Agency's product offerings and coordinating outside partner organizations' various incentive programs.
- Assist in the development of new products and programs for Agency administration to realize strategic objectives and identify and secure sources of funding for new or expanded agency programs.
- Represent the Agency on other boards and task forces engaged in planning and economic development as assigned by the Director of Business Development, act as a liaison to other levels of government.
- Conduct business and third-party contacting efforts. Performs a speaker-bureau function for the Agency regarding business development, presenting seminars and speaking before business, community and government organizations.
- Follow up with clients regarding compliance reporting as needed.

QUALIFICATIONS:

- Education: Bachelor's Degree in a business-related field, preferably with a strong emphasis on marketing and/or finance.
- Experience: Minimum three years' experience in financial services/sales or public sector economic development.

KEY SKILLS AND CHARACTERISTICS:

- Strong interpersonal skills, in a working team environment
- Ability to work indirectly, yet effectively, with associated economic development entities
- Excellent oral and written communication skills
- Ability to function independently with limited supervision
- Proficiency in Microsoft Office Suite programs, including the ability to learn and use CRM
- Detail oriented

Interested parties should contact Emily Barber at Strauss Group (EmilyB@straussgroup.com). ECIDA is an equal opportunity employer and does not discriminate based on race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.