

Business Development Director

Summary of Function:

The Business Development Director position is responsible for the development, implementation, and coordination of business development strategies in an effort to ensure the success of member businesses.

Status:

- This is a non-exempt, full-time position

Job Relationships:

- Reports to President/CEO
- Coordinates with and supports the Chamber staff
- Frequent contact with Chamber members, staff, and volunteers

Major Duties:

- Represent the Chamber to members and the community in a professional manner
- Develop and manage business development strategies and programs in support of annual program of work and strategic plan
- Implement structured business visitation program to obtain and maintain information on current member businesses to identify concerns and/or needed programs or services
- Implement personalized services and programs to address identified concerns of businesses
- Develop and utilize surveys and other research tools to benchmark and evaluate business development efforts as well as to identify potential future concerns and needs of member businesses
- Coordinate activities to enhance communication and align strategies between community partners including local municipalities, K-12 schools, higher education institutions, Development Authority, SBDC, Business Innovation Group and other relevant organizations
- Attend regular meetings of community partners and other meetings of various boards, civic and business organizations as appropriate
- Prepare news releases and other public information tools including managing social media output to publicize and promote business development initiatives, programs and activities
- Research and coordinate the acquisition of funding to support departmental needs, including grants, public funding and/or private sector donations
- Establish budget program elements for inclusion in annual budget
- Represent the Chamber at conferences, seminars and workshops to include out of town and/or overnight travel for the purposes of professional development
- Other duties as assigned by the President/CEO.

Physical Requirements

- This position requires a person who can stand, sit at a desk or computer terminal, drive a car, lift boxes, load and unload materials and climb stairs.

Knowledge Required by the Position

- Knowledge of the concepts and theories of business development including marketing, innovation, risk management, leadership, financial management, networking and public relations, and human resources.
- Knowledge of the practices and procedures of a wide range of business types including food, retail, healthcare, manufacturing, and professional services.
- Knowledge of county/city P&Z, coding, housing, transportation and other comprehensive plans.
- Knowledge of professional marketing techniques
- Skill in strategic planning & implementation
- Skill in oral and written communication, including public speaking
- Skill in interpersonal relations
- Skill in planning, organizing and coordinating projects

Qualifications

- Bachelor's Degree or equivalent experience (7-10 years) in Business, Public Service, Communication, Public Relations, Marketing or related fields.
- Excellent communication skills, both oral and written
- Ability to efficiently handle multi-task operations
- Strong general computer skills, as well as proficiency in Microsoft Office Suite, Adobe software a plus
- Ability to work with and manage teams
- Flexibility with regard to business hours and accepting new responsibilities

Terms of Employment

- 30-day provisional employment, 90 day probationary, and annual job performance evaluations
- Georgia is an "At Will" employment state
- Drug Free Workplace
- Passing of initial drug screening and random drug testing
- Pre-employment background check

Evaluation Criteria

Readiness to Work

- Punctuality and time accountability
- Absences
- Excessive non-related talk, activities or phone calls
- Professional dress and appropriate for the day's activities
- Completes work on own initiative, on time and with few errors
- Completes related details, i.e. record keeping, filing, storage, etc.

Takes Initiative

- To start work
- To set work goals
- Actively seeks ways to improve current procedures

Relationship with co-workers

- Team player
- Cooperative
- Courteous

Salary & Benefits

- Salary: \$60,000 - \$70,000/year
- 3% annual salary SEP IRA contribution
- Health Insurance for employee only

Application Process & Deadline

Email resume and cover letter to jennifer@statesborochamber.com or mail to:

SBCC

P.O. Box 303

Statesboro, GA 30459

Deadline to apply is April 1, 2024

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by incumbents in the position