

Class Title: ECD Business Development Consultant
Department: Economic & Community Development
Reports to: Regional Director, Northeast TN Regional Office
Anticipated Start Date: September 15, 2016

About The Department of Economic & Community Development:

The Tennessee Department of Economic and Community Development's mission is to make Tennessee the No. 1 location in the Southeast for high-quality jobs. The department seeks to accomplish this mission by attracting new corporate investment to the state, helping existing Tennessee companies expand, promoting trade and entrepreneurship and providing various other forms of support to Tennessee businesses and communities. To find out more, please visit www.tn.gov/e.cd.

Summary: The business development consultant is responsible for creating jobs by helping existing Tennessee companies grow and expand, recruiting new companies to Tennessee, promoting trade opportunities, and encouraging entrepreneurial growth in the state.

Key Responsibilities:

- Conduct existing industry visits to discuss potential expansions, gather feedback on any state regulatory issues they may be facing that are hindering their growth, and learn about challenges they face such as workforce readiness.
- Develop strong community relationships by meeting with ECD's stakeholders such as the Tennessee Valley Authority, Chambers of Commerce and local Economic Development Organizations, County and Municipal Mayors, LaunchTN, Regional Accelerators, Universities and Community Colleges, and other community based economic development partners so that they can assist with business growth and expansion in the state.
- Provide presentations and attend meetings to local interested organizations which promote Governor Haslam's Jobs4TN initiative as well as other ECD programs, services, and initiatives that promote job growth in the state.
- For companies seeking either a relocation or expansion in their region, identify potential sites and/or buildings, coordinate and/or write RFI responses, coordinate and participate in site visits, coordinate incentive applications and deliver incentive letters, as well as assisting with other activities needed by the company or ECD.
- Provide explanations for all incentive programs available to companies relocating or expanding in Tennessee including tax credits, FastTrack infrastructure and training programs, state technical assistance services, and ECD loan programs.
- Be knowledgeable and provide support of ECD programs such as International Trade, Federal Grant Programs, Rural Services, LaunchTN, and other initiatives as they are introduced.

Candidate Requirements:

- Bachelor's degree from an accredited college or university (preferably a degree in business administration)
- Economic Development experience is a plus
- Performance motivated
- High energy and the flexibility to adapt to a variety of different situations
- Ability to manage multiple tasks simultaneously in a fast-paced and high-intensity environment
- Strong interpersonal and communication skills
- Strong mathematical, analytical, research, and written communication skills
- Proficiency with Microsoft Word, PowerPoint, and Excel

Salary:

Salary range is \$55,000 to \$60,000 commensurate with qualifications and experience. The position will also receive the state's standard benefit package.

Application Process:

Applicants should submit a letter of interest and a current resume to Iliff.McMahan@tn.gov. Applications will be accepted until August 26, 2016.

The State of Tennessee does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.