

## **Calhoun County Economic Development Council**

### **Director of Business Development**

#### **Responsibilities**

- Maintain a relationship with existing industry by visiting and assisting these companies with expansion and operational needs
- Assist in planning, implementing and coordinating economic development initiatives
- Assist in providing technical support and assistance to public officials in support of the area of economic development initiatives
- Prepare routine reports, correspondence, and necessary documents as assigned by the Executive Director
- Participate in various committees, task forces and boards to promote external partnerships

#### **Knowledge, Skills & Abilities**

- Computer experience
- Knowledge of accounting and finance
- Web/social media as it relates to business
- Effective oral and written communication skills
- Effective interpersonal skills
- Ability to coordinate activities between individuals, departments and agencies

#### **Qualifications**

- Bachelor's degree in business administration, marketing, management, public administration or related field
- Three years' experience in the area of economic development (preferred)

Compensation will be commensurate with experience and qualifications.

The Director of Business Development reports to the Executive Director of the Calhoun County Economic Development Council.

Interested candidates should submit their resume and inquiries to:

Don Hopper  
Calhoun County Economic Development Council  
P.O. Box 2283  
Anniston, AL 36202

or

[donh@calhouchamber.com](mailto:donh@calhouchamber.com)

