

The Anne Arundel Economic Development Corporation (AAEDC) is currently looking to hire a Business Development Director to work as part of the business development team. The primary responsibilities of this position are to retain and grow Anne Arundel County's existing businesses as well as assist in attracting new businesses to the county. A background in economic development, plus five years of overall professional work experience would be the best fit.

***Anne Arundel Economic Development Corporation***

***Position Description***

***Business Development Director, Small Minority Business & Revitalization***

1. Provide outreach to Anne Arundel County businesses in order to retain and grow our incumbent companies; implement a proactive business development plan to encourage the location of new companies in the County. Foster relationships with businesses within the County's Revitalization Districts and encourage utilization of AAEDC's Arundel Community Revitalization and State Revitalization Tax Credit Programs.
2. Work with the AAEDC business development team to attract new business to Anne Arundel County while helping existing County companies stay successful and grow.
  - Provide information and assistance to businesses interested in locating in the County, including information about the development process, zoning, development opportunities, etc. Other available services for businesses may include workforce training, financing opportunities through AAEDC, or the Maryland Department of Commerce, as well as training opportunities through Anne Arundel Workforce Development Corporation. Provide businesses with information on multitude of resources and connecting to AAEDC partners as appropriate.
3. Prioritize business prospects based on each client's potential impact on economy, its perceived viability, and the project's immediacy, in such a way as to selectively allocate time and resources.
4. Provide follow-up information and assistance to businesses as needed, allocating time and resources based on the level of priority assigned.

5. Develop and maintain strong working relationship with area business associations, commercial real estate brokers, developers, and bankers.
6. Manage and promote AAEDC's Inclusive Ventures Program and provide follow-up with former program graduates to assess the program's effectiveness through metrics. Develop short and long-term performance metrics to evaluate the effectiveness of the program.
7. Utilize County Capital Programs and other County development and land-use policies to advance industrial and commercial expansions in all parts of the County.
8. Serve as a liaison and point of contact for the County's Maritime Industry Advisory Board.

Certification in Economic Development (CEcD) and English/Spanish bilingual capability are a plus. Benefits package includes defined benefit retirement, health for a family, life, and disability insurance, and official holidays.

Interested parties should submit a letter of intent to include salary requirements together with resume and professional references to Christina Holliday, Chief of Staff, at Anne Arundel Economic Development Corporation via [cholliday@aaedc.org](mailto:cholliday@aaedc.org) or 2660 Riva Road, Suite 200, Annapolis, MD 21401. All letters with supportive documents should be received by June 24, 2022.