BUSINESS DEVELOPMENT OFFICER
Recruitment #12-A254-198

Date Opened: 2/28/2012 9:00:00 AM
Closing Date: Open until filled
Hiring Range: $60,859-$86,298
Department: ECONOMIC DEVELOPMENT
Job Type: Open and Competitive
Full/Part-Time: Full-Time
Eligible For: Full Benefits
Reg/Temp: Regular

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JOB DESCRIPTION

Loudoun is the second fastest growing County in the United States, with a growing economy focused on the information communication technology, federal government contracting, aerospace and rural/agriculture clusters. We are looking for a talented, highly-motivated individual to serve as the Business Development Officer with the primary responsibility of leading the Commercial Business Development Team. This position will be responsible for: the implementation of industry cluster initiatives to meet the Department's mission of providing excellent customer-focused economic development services to attract, grow and retain targeted businesses and to promote entrepreneurship. In order to diversify and strengthen Loudoun's economy; business visits, targeted campaigns, participation at industry events, and involvement in business associations; business to business referrals, with the end goal of identifying and recruiting companies to Loudoun County; management of the business development team with a focus on attracting and retaining companies in identified clusters and growing small business and entrepreneurial activity; developing and implementing a system to track leads and prospects, identifying crucial points of contact with each prospect, and reporting progress to the Director and Assistant Director; managing relationships between business recruitment efforts and business attraction efforts to maximize their effectiveness and develop business attraction leads from the business retention efforts; establishing expectations and goals for each team member and working with them to achieve these goals and expectations; and representing the County at meetings, presentations and trade shows. The qualified applicant must possess the ability to communicate effectively both verbally and in writing and have strong people management skills and experience.

JOB REQUIREMENTS

Requires any combination of education and experience equivalent to a Master's degree in economic development, business, marketing or a related field and a minimum of four years related experience in economic development, marketing/communication, business development or related programs or operations, to include professional-level experience supervising or managing exempt senior level staff in a complex department or division. Certification as an Economic Developer is preferred.

SPECIAL REQUIREMENTS

Requires working beyond the standard work hours to include attending events in and out of state and meetings in the early morning, evenings and/or on weekends.

POST CONDITIONAL OFFER CONTINGENCIES

Employment is contingent upon successful completion of a criminal background, credit, and DMV check.

Click on the link below to apply for this position:

Fill out the Application NOW using the Internet.

If you have questions about how to apply online, you may contact us by phone at (703) 777-0213 or e-mail us at info@loudoun.gov. EOE.