

## **SENIOR BUSINESS DEVELOPER**

### **SUMMARY/PURPOSE**

Under general supervision, direction, and guidance, the Senior Business Developer will lead and oversee the implementation of community economic development goals established by the City of Duluth and Duluth Economic Development Authority. The Senior Business Developer will coordinate the activities designed to expand existing businesses and develop new businesses.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)**

1. Assessing the business and economic development needs of the City of Duluth.
2. Evaluate and update policies, procedures, and objectives that help to expand existing business and establish new businesses.
3. Evaluate, modify, and administer new and existing programs that develop new, and expand existing, businesses.
4. Evaluate the creditworthiness and feasibility of projects or developers which are being considered for financial assistance and take action based on the conclusions.
5. Monitor the fiscal and developmental performance of assisted businesses and take all necessary steps to ensure compliance with development objectives.
6. Maintain knowledge of, and administer, economic development programs that provide incentive funds, grants, and loan programs.
7. Provide technical assistance for projects such as new infrastructure development, the redevelopment of substandard buildings and of polluted sites.
8. Maintain and enhance information reporting practices and create and distribute reports and information to city leader's, boards, and committees as well as prospective developers.
9. Collaborate with other city divisions and departments, as well as external sources, to gain information and remain up to date on current trends such as job training, labor availability, site information, utilities, land ownership, public financing programs, tax structures, educational and recreational facilities, community resources, and other needs that affect business development.
10. Research and create proposals for economic development projects.
11. Maintain contact with business leaders.
12. Identify the needs of existing businesses and identify development opportunities.
13. Help to coordinate and organize work assignments, projects, and daily work tasks of the Business Developer.
14. Lead business development projects and activities within the City to ensure that projects are completed and compliance is maintained.

### **Job Requirements**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education and Experience Requirements:
  - A. Bachelor's degree in Public Administration, Business Administration, Urban Planning or related field. AND
  - B. Four years of professional experience in Business Development.
2. Knowledge Requirements:
  - A. In-depth knowledge of business operations, including the principals of accounting and finance.
  - B. In-depth knowledge of contract development and business law.
  - C. In-depth knowledge of local, state and other business development programs and funding sources.
  - D. In-depth knowledge of title/real estate transactions and practices.
  - E. Knowledge of the legislative process as it pertains to business development activities.
  - F. In-depth knowledge of urban planning, land use, and zoning requirements.

- G. Knowledge of the economic needs of the City and its various neighborhoods.
  - H. Knowledge of marketing and public relations activities.
3. Skill Requirements:
- A. Skill in making the best use of the resources available for business development by prioritizing projects using logical assumptions and knowledge of business facts.
  - B. Skill in analyzing the financial needs of businesses and developing a package of public and private financing to meet those needs.
  - C. Skill in administering loan programs based upon thorough knowledge of proper documentation and monitoring procedures to ensure compliance with public goals.
  - D. Skill in organizing and presenting information to others by making written and verbal presentations clearly and responding to questions directly and confidently.
  - E. Skill in explaining, administering and developing business financing programs, such as SBA programs, and referring clients to appropriate organizations.
  - F. Skill in building trust to gain the commitment of individuals and groups to undertake development projects or solutions which benefit all parties and implement public goals.
4. Abilities Requirements:
- A. Ability to assess business operations of current and potential businesses and to act responsibly on projects.
  - B. Ability to apply good judgment and to use discretion on large projects that require extensive evaluation and research.
  - C. Ability to travel and participate in various work-related activities after regular business hours.
  - D. Ability to transport oneself to, from and around sites, projects, programs and sites of public meetings.
  - E. Ability to perform in-depth financial analysis in the evaluation of business needs and operations.
  - F. Ability to read and understand financial reports, annual reports, profit & loss statements and balance sheets in order to analyze the business being reviewed.
  - G. Ability to make formal business presentations.
  - H. Ability to delegate work tasks and to lead teams and assignments of others within the established work group/partners.
  - I. Ability to communicate effectively, both verbally and in writing.
5. Physical Abilities Requirements:
- A. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 lbs. per load for presentation at public meetings.
  - B. Ability to operate standard office equipment such as a computer and related equipment, telephone, and copy machine.
  - C. Ability to sit for extended periods of time.
  - D. Ability to attend work on a regular basis.

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