

## JOB DESCRIPTION

<b>Job Title</b>	Business Development Officer
<b>Department</b>	Business Development
<b>Reports To</b>	Director of Business Development
<b>Positions Supervised</b>	None
<b>FLSA Status</b>	Exempt

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Summary

The Business Development Officer provides site selection, local and state business incentives, governmental ombudsman services, and financing options to existing KCMO businesses and companies seeking to relocate, expand or continue in the City of Kansas City, Missouri.

## Essential Job Functions

- Contact and create relationships with Kansas City companies in the assigned territory via phone calls, e-mail, and meetings to determine the companies' needs for local, regional, or state assistance.
- Partner with and assist local industry associations to improve industry competitiveness and improve the climate for growth and development in Kansas City, Missouri.
- Promote and coordinate the use of local and state business incentives to aid in business expansion and business recruitment in Kansas City, Missouri.
- Coordinate with the Kansas City Area Development Council, Missouri Department of Economic Development, and other strategic partners in business retention, growth, and recruitment activities.
- Maintain a current and deep understanding of local and state incentives.
- Ability to identify other resources beyond the standard incentives.
- Write reports, proposals, and fill out applications.
- Perform other technical duties as assigned.
- Attends work regularly to ensure timely delivery of assignments and to meet with fellow team members on short notice as needed for Business Development purposes.

## Ancillary Job Functions

- Monitor developing incentive programs in conjunction with industry trends.
- Industry cluster experience preferable

**Education and Experience** – An equivalent combination of education, training, and experience will be considered.

- Bachelor's degree in liberal arts, business, public administration, or economics is required.
- A master's degree in economic development experience is preferred.
- A minimum of 3 years of direct economic development experience is required.

- Must have a valid driver's license
- Kansas City, MO residency is required

**Knowledge, Skills and Abilities** which may be representative, but not all-inclusive of those commonly associated with this position.

- Strong organizational and communication skills required.
- Excellent verbal and written presentation skills.
- Ability to follow through and sell the provided service.
- Ability to learn quickly and adapt to new situations.
- Strong writing skills and a basic understanding of Microsoft Office suite, budgeting, and financial principals.
- Sales knowledge.
- Project management skills.
- Ability to work as part of a multi-disciplinary team or independently. Coordination with *Development Services Specialist* (team partner) is essential.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Occasional varying, inclement outdoor weather conditions.
- Occasional hazardous traffic conditions.
- Moderate noise (office with typewriters, photocopiers, phones ringing, etc).

**Physical Abilities** commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to regularly talk on the phone and hear the other party.
- Ability to frequently sit and stand, and drive to client meetings.
- Possess precise hand-eye coordination.
- Ability to frequently type and write.
- Occasionally lift 10-20 pounds.
- Clarity of vision at 20 feet or more.
- Clarity of vision at 20 inches or less.