



## **JOB DESCRIPTION**

POSITION TITLE:	Director of Business Development
DIVISION:	Economic Development
REPORTS TO:	Executive Vice President – Economic Development
CLASSIFICATION/ STATUS:	Full-time/ Exempt (Salaried)
POSITION SUMMARY:	The Director of Business Development is a leader in the attraction of new companies to the Greater Wichita region and the development of solution-oriented business retention & expansion services to regional employers.
PREFERRED QUALIFICATIONS:	<p>Highly motivated individual with the ability to coordinate, analyze and act upon confidential information and confidently and effectively interact with leaders in the private and public sector. Possess an aggressive, goal-oriented passion for economic development.</p> <p>Previous economic development experience is preferred but consideration will be given to related fields such as commercial real estate, development, finance, public administration or similar fields. A strong familiarity with the Wichita region and the state of Kansas will be favorably considered as well.</p>
DESCRIPTION OF DUTIES AND RESPONSIBILITIES:	<p>Duties will include, but not be limited to:</p> <ul style="list-style-type: none"><li>A. Recruit new business investment leading to job growth by presenting to executives, coordinating prospect visits/ tours, compiling local &amp; state incentive proposals, addressing issues or needs of the project, and use of other tactics</li><li>B. Assist existing employers' new business investment for the retention and expansion of jobs. Maintain robust and systematic business retention call program.</li><li>C. Maintain excellent relations with leadership at existing regional businesses, site selection consultants, commercial real estate brokers, and prospects.</li><li>D. Travel as needed (approximately 1-2 trips per month) including some international travel. Assist the marketing and economic development teams in tradeshow planning and execution of appointments, meetings, and engagement.</li></ul>



- E. Support regional economic development colleagues and state officials through economic development projects.
- F. Maintain and edit various software systems for project management, customer relationship management, and real estate database.
- G. Demonstrate genuine team player behavior in work with the marketing and research team on presentations and responses to all "Requests for Proposal".
- H. Execute all other duties as assigned by the Executive Vice President, Economic Development.

REQUIRED QUALIFICATIONS:

- A. Bachelor's degree required with master's degree or CEcD strongly considered
- B. Proficiency in Microsoft Office suite
- C. Possession of a valid driver's license and passport
- D. Residency in the greater Wichita region within 90 days of hire

SALARY: Commensurate with experience and education level.

BENEFITS: Benefits package includes company-sponsored health and dental plan, paid sick leave and vacation time, and paid holidays.

Employee can also participate in the 401(k) retirement savings plan.

The Greater Wichita Partnership is an equal opportunity employer.

Please include resume and references in your application and send to (email preferred):

Sheryl Weller  
Greater Wichita Partnership  
501 E. Douglas  
Wichita, KS 67202  
[sheryl@greaterwichtapartnership.org](mailto:sheryl@greaterwichtapartnership.org)  
(316) 500.6650

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