

**Position Title: Business Development Manager (IT/Advanced Communications/Life Sciences/Healthcare)**

Reports To: VP of Economic Development

Employment Status: Full-Time

Required Experience: 5+ years

Required Education: Bachelor Degree

Travel Required: Yes

Salary: Based on qualifications

Job Description: This position will support the creation of new jobs and investment in Gwinnett County with a concentration on information technology, advanced communications, life sciences and healthcare companies. This person will be responsible for directly raising investment dollars for sponsorships, membership and investment funds. This position is responsible for working closely with local companies in information technology and advanced communication fields to support their retention and expansion. This person will join our economic development team and be responsible for providing team support for projects and initiatives.

**Major Tasks, Responsibilities and Key Accountabilities**

- Review, analyze and respond to prospect inquiries in a prompt and effective manner.
- Develop a work plan to recruit, retain, and expand companies in the Information Technology, Advanced Communications and related fields
- Work closely with local, State and regional partners
- Market Partnership Gwinnett and Gwinnett Chamber Program and Event Sponsorships
- Develop business relationships that will lead to Partnership Gwinnett contributions and Gwinnett Chamber membership
- Promote the Partnership Gwinnett initiative
- Provide support to achieving Partnership Gwinnett goals
- Track Number of new jobs retained or generated through actions
- Develop strong working knowledge of Gwinnett and Metro Atlanta business environment
- Become the subject matter expert on information technology, advanced communication, life sciences and healthcare industries
- Perform and report on regular visits to local targeted industries
- Manage an efficient prospect tracking, monitoring and reporting system
- Perform market and financial analysis on appropriate prospects and develop recommendations for incentive packages
- Enhance and manage an existing business retention & expansion program
- Develop knowledge of local real estate market
- Participate in statewide and national technology organizations
- Other duties, tasks and responsibilities as assigned

### **Preferred Qualifications**

- Strong knowledge of information technology, advanced communications, healthcare and life sciences industries
- Candidate must have a comprehensive knowledge of sales/marketing principles and methods of the economic development process
- Experience with deal-closing and real estate a plus
- Working knowledge of Federal, State and local economic programs
- Average software skills: Microsoft Word, Excel, PowerPoint Outlook and sales/contact management programs
- Above average experience using the internet to research
- Above average experience using social media tools such as LinkedIn, Twitter, facebook, etc.
- Must be flexible regarding job responsibilities
- Excellent interpersonal skills
- Ability to deal with constantly changing work demands
- Excellent written, grammatical and oral communication skills
- Proven ability to organize and prioritize multiple tasks simultaneously
- Must be able to obtain a passport

### **Education Required**

Bachelors Degree with major course work in economics, marketing, business administration, communications or related field required with considerable experience in an economic development position.

**Partnership Gwinnett** is a community and economic development initiative that developed a consensus vision for Gwinnett's future growth and an action plan to achieve that vision.

[www.partnershipgwinnett.com](http://www.partnershipgwinnett.com)

The **Gwinnett Chamber** is one of the largest and most dynamic business organizations in Georgia, serving nearly 2,800 Gwinnett County and Metro Atlanta businesses. Its mission is to be the leader in creating, promoting, and sustaining a responsible pro-business environment in Gwinnett County.

[www.gwinnettchamber.org](http://www.gwinnettchamber.org)

Please submit resume with references and salary requirements via email only to [nick@gwinnettchamber.org](mailto:nick@gwinnettchamber.org).