

Opportunity Profile

Business Development Officer

ECONOMIC DEVELOPMENT CORPORATION OF KANSAS CITY

The Economic Development Corporation (EDC) of Kansas City, Missouri, was created in 1987 as a 501c4 non-profit agency to manage the efforts of statutory redevelopment agencies, and to serve as Kansas City, Missouri's link to business and the economic development community. The EDC and our agencies work cooperatively to project a local identity and ensure a competitive, vibrant and self-sustaining economy. We also collaborate with the City of KCMO and other organizations and rely on our talented, technologically advanced, diverse workforce to achieve these goals.

EDC MISSION

To be laser focused on capital development, business retention, expansions, recruitment and job creation and coordination of incentive processes from concept to completion.

PRIORITIES

- Recruit, Retain and Grow Kansas City, Missouri, businesses
- Promote entrepreneurship in order to support new business formation
- Market the city of Kansas City, Missouri, regionally and nationally
- Support the development of disadvantaged and opportunity areas in Kansas City, Missouri
- Promote workforce development and job growth opportunities for Kansas City, Missouri, residents

A 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 to the city.

The qualified candidate must have excellent communication skills, both for verbal and written presentations. Knowledge of City and Missouri incentive programs, familiarity with the Kansas City economy, Kansas City business associations, real estate practices, and finances is emphasized. A Bachelor's degree and a minimum of 3 years of direct economic development experience are required. Kansas City, Missouri residency or a willingness to relocate is a requirement.



Kansas City, MO 64106

APPLICATION PROCESS

A complete resume with references should be sent to

T'Risa McCord at

tmccord@edckc.com.

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JOB DESCRIPTION

Job Title	Business Development Officer
Department	Business Development
Reports To	Senior Vice President/Business & Job Development
Positions Supervised	None
FLSA Status	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 to 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 current and deep understanding of local and state incentives.
- Write reports, proposals, and fill out applications.
- Perform other technical duties as assigned.

Ancillary Job Functions

- Research industry trends and research developing incentive programs.

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

- Bachelor's degree in liberal arts, business, public administration with a minimum of 3 years direct economic experience or a Master's degree in a related field in lieu of direct economic development experience.
- Must have a valid driver's license.

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 basic understanding of Microsoft Office suite, budgeting, and financial principals.
- Sales knowledge.
- Project management skills.
- Ability to work as a team.

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 to 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.

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COMPENSATION

A competitive compensation package will be made available to the qualified candidate along with a full benefits package and 401K.

SELECTION PROCESS

Candidates for this position will be evaluated by EDC Vice Presidents. The most qualified individuals will be invited to participate in the next phase of the selection process. For consideration, please submit letter of interest and resume.

REFERENCES AND BACKGROUND INFORMATION

It is the EDCKC's policy to complete an extensive background and reference check of candidates. Once strong mutual interest has been established, candidates are asked to provide a list of references that should include, but not be limited to a supervisor, a peer, a development client and a subordinate, as applicable. Candidates will be asked to sign and authorization to release information for the purpose of background investigation, which may include verification of education, credit check, criminal and driving records. Should an offer be extended prior to the completion of these checks, the offer will be made contingent on the successful completion of the reference and background checks.