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Job Title: **Business Development Director**

Classification: Exempt - Admin

Department: Mission EDC



Division:

Supervisor: CEO

Effective: 04/01/2024

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## **I. JOB SUMMARY**

The Mission Economic Development Corporation is seeking an experienced and innovative professional to serve as Business Development Director. This director will join our established team, and under the general direction of the CEO, help spearhead business recruitment and expansion efforts in retail, commercial, small business, industrial and direct foreign investment. Mission is a key retail and small business hub and fast developing as center for international business. The Business Development Director executes Mission EDC's pipeline of business development with an emphasis on retail business development, international trade, industrial and small business project management and external relations. The Director will be accountable for building an active projects pipeline, providing retail sales tax reports and forecasts, fostering and maintaining positive relationships with key developers, companies, site selectors and other partners in relative industries meanwhile working across the EDC team to accomplish established goals.

## **II. EDUCATION REQUIREMENTS**

- Bachelor's Degree is required. A Master's Degree is preferred.
- Minimum of five (5) years' experience in Economic Development or related field.
- Must be able to communicate proficiently in Spanish and English.

## **III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment drug, physical and pre-placement screening administered by the City of Mission appointed physician at the City's expense.
- Must have a current valid class "C" Driver License from the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.
- Economic and/or business development experience at a City, EDC, Chamber or similar entity preferred.

## **IV. SKILL ABILITY REQUIREMENTS**

- Involves frequent contact with citizens, investors, applicants, employees through internal and external communication.
- In-depth experience in business recruitment, business expansion, negotiations and incentive agreements. Ability to work on a deadline.
- Excellent written/storytelling capabilities and verbal communication skills. Must have working knowledge in Spanish.

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- Expertise in MS Office applications and working knowledge of social media platforms, e-mail or other online development tools. Presentation programs such as PowerPoint.
  - A collaborative nature with the desire to build positive working relationships with external community organizations, internal partners, Board Members, and stakeholders.
  - A thorough understanding of Texas, Mexico and Rio Grande Valley economics, retail and international trade.
  - Ability to work as a team member within a complex organization requiring collaboration, teamwork and communication skills.
  - Excellent interpersonal skills.
  - Demonstrated ability to lead and develop staff member(s).
  - Excellent computer skills in a Microsoft Windows environment; includes Excel, Word, Publisher, Adobe, database management, and record keeping.
  - Evidence of the practice of a high level of confidentiality.
  - Excellent organizational skills.
  - Ability to complete tasks within specified deadlines.

**V. ESSENTIAL JOB FUNCTIONS**

- Responsible for the development, recruitment and creation of primary jobs, industrial recruitment, and contributing to the expansion of the sales tax base.
- Manages the business development team, including the Project Manager and Programs and Marketing Manager.
- Oversees the development and implementation of proactive business attraction programs and activities to encourage new investment, local business expansions, and jobs to Mission.
- Creates and maintains an active project pipeline.
- Oversees and manages the Business Retention and Expansion Program.
- Plans and executes targeted regional and national business development meetings, conferences and recruitment trips with an emphasis on, but not limited to, retail.
- Develops and maintains professional business relationships with clients, brokers, consultants, site selectors and allies regionally, nationally, and internationally through personal contact and participation in professional industry related organizations.
- Assists with Mission EDC's signature small business program Ruby Red Ventures, and works with the Small Business Development Center to create other local small business opportunities and programs.
- Conducts formal and information presentations to market Mission to targeted audiences, and responds to and manages inquires with in-person, email and phone responses. Manages site visits and property tours when necessary.
- Compiles economic and demographic data and performs research relative to inquiries and project management. Analyzes economic trends and conditions. Possesses a general understanding of the real estate market and real estate transactions.

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- Collaborates with the MEDC team in direct engagement opportunities such as trade shows and conferences and working across MEDC teams to help support multiple business development and other initiatives.
- Be a storyteller and promotions agent for Mission and the Mission EDC.
- Take on other duties as assigned that will support the Mission EDC's mission of investment opportunity, job creation and workforce development.
- Develops and maintains positive working relationships EDC staff and Directors, City staff, executives and directors, board members and other strategic partners.
- Perform other duties as assigned

**VI. NON-ESSENTIAL JOB FUNCTIONS**

- Attend special events when needed.

**VII. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- Personal computer
- 10-key calculator
- Printer
- Manual Hole Puncher

**VIII. WORK ENVIRONMENT**

Exposures to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)	X			
Working near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or caustic chemicals	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (none-weather)	X			
Extreme heat (none-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Noise	X			

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**IX. MANUAL DEXTERITY**

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters and memos, input data in computer and document information needed for day to day tasks.

**X. PHYSICAL DEMANDS ANALYSIS – MATERIAL HANDLING ACTIVITIES**

Task	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	
<b>CARRYING</b>	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	
<b>PUSH/PULLING</b>	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6 - 10 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26 - 50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	

**N - Never O - Occasional 1-33% F - Frequently 34-66% C - Constant 67 - 100%**

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**NON-MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Frequency</b>	<b>Performance</b>
<b>CLIMBING</b>	<b>O</b>	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
<b>BALANCING</b>	<b>C</b>	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
<b>STOOPING</b> (bending at waist)	<b>F</b>	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down to floor area.
<b>KNEELING</b> (one or both knees)	<b>O</b>	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
<b>CRAWLING</b>	<b>O</b>	Under desk to plug computer, tower, and printer.
<b>REACHING</b>	<b>C</b>	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
<b>TWISTING/TURNING</b> (rotation)	<b>C</b>	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputing data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
<b>STANDING</b>	<b>C</b>	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level, opening file drawers, pick up and deliver documents.
<b>SITTING</b>	<b>C</b>	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
<b>WALKING</b>	<b>F</b>	Retrieve paperwork within office and other offices within department up to 50 walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
<b>GRASPING</b> (w hole hand activities)	<b>C</b>	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser,
<b>N - Never O - Occasional 1-33% F-Frequently 34-66% C - Constant 67 - 100%</b>		

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date