

DIRECTOR OF BUSINESS DEVELOPMENT

DISTINGUISHING FEATURE OF THE POSITION: This is an important professional and policy influencing position involving the responsibility for overseeing and coordinating the total operation of the NFC Development Corporation. The incumbent consults regularly with the Director of Economic Development NFC board and staff, as well as the Economic Development staff, to implement all business development initiatives and activities for the City of Niagara Falls. The incumbent works with City departments and governmental agencies to market and enhance the City's programs and initiatives. The Director of Business Development works under the general direction of the Director of Economic Development and is responsible for managing and supervising employees as assigned by the Director of Economic Development. The Director of Business Development performs related work as required.

TYPICAL WORK ACTIVITIES:

Performs the duties and responsibilities of Executive Director of the NFC Development Corporation;
Establishes policies, priorities, goals, programs and initiatives to implement the overall business development efforts of the NFC Development Corporation;
Directs, oversees and evaluates the NFC's development plans;
Prepares and implements marketing plans to create opportunities for business development within the agency's territorial boundaries;
Consults and works closely with the Director of Economic Development and all NFC officers, board members and employees;
Oversees preparation and presentation of the agendas for NFC board of director meetings, including making loan and grant recommendations;
Prepares budgets for NFC Development Corporation and obtains board of director approval of same;
Manages and oversees the staff of the NFC Development Corporation;
Consults and works closely with all City Departments including the Departments of Community Development and Economic Development, as well as all county, state, and federal agencies to enhance and further the City's programs and initiatives;
Administers City and NFC Development Corporation loan and grant proposals and programs;
Develops and conducts business development and assistance seminars and workshops for varying sizes and types of businesses.

KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the land, labor and financial resources of the City and their influence on attracting business and industry; good knowledge and understanding of the business development needs of the City; good knowledge of federal, state, and local agencies and programs used in the promotion of local business development; working knowledge of grant and loan administration; ability to promote and

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(continued)

KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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maintain good public relations with public officials and the business community; ability to prepare comprehensive reports, statistical analyses and promotional presentations and to convincingly present them to corporate executives, business professionals and government officials; ability to represent and market the City and its economic development goals; ability to plan, supervise and review the work of others in a manner conducive to full performance and high morale; resourcefulness, discretion, integrity, and initiative necessary to achieve business development responsibilities; ability to express oneself clearly and concisely, both verbally and in writing;

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a at least a Bachelor's degree in business administration, public administration, management, or related field and eight (8) years of administrative level experience* in the private or public sector, in business development, project management, commercial and industrial lending, commercial or industrial real estate, marketing, or banking;

OR

(B) Graduation from a regionally accredited or New York State registered university with an Associate's degree in business administration, public administration, management, or related field and ten (10) years experience as indicated in (A);

OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

***NOTE:** Administrative level work involves responsible direction and control of an identifiable organizational unit or program. In addition to the supervision of work groups, an administrator is involved in most of the following areas: planning, resource allocation, program evaluation, and policy formulation.

Non-competitive - Policy Influencing/Confidential (PJC)

Approved by MCSC: 5/29/08

Approved by State: