

PORT OF PORT ANGELES

Position Description

Director of Business Development

REPORTS TO: Executive Director

POSITION SUMMARY:

The Director of Business Development will develop and implement strategies to encourage new business development, stimulate job growth, coordinate business retention and promote expansion activities within Clallam County.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Initiate ideas for the development and implementation of business strategies for promoting job growth in Clallam County.
- Formulate and execute marketing plans for each of the Port's business lines in conjunction with the each department.
- Become acquainted with the business models of each Port business line and keep abreast of the economic conditions of each line.
- Develop and implement highest and best use strategies and business cases for Port business lines and properties that are in alignment with the Port's strategic plan.
- Engage in and advise the Executive Director on all commercial agreements and transactions in all lines of business.
- Coordinate the Port's response to new business inquiries with appropriate Port staff and community resources.
- Develop and maintain business relationships with agencies like the Clallam County Economic Development Council and Washington State Department of Commerce, for example.
- Prepare monthly marketing reports for presentation to the Commission at an open public meeting.
- Attend trade shows and conferences as needed to advance the mission of the Port and identify new business projects.
- Meet regularly with existing Port customers and tenants to maintain strong commercial relationships and to identify opportunities for expansion.
- Generate proposals and marketing media for new business solicitation.
- Manage the Business Development department throughout the annual budget process.
- Supervise and manage the Property Manager.

DESIRABLE QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- A Bachelor's degree in business, finance, economics or similar field required.
- A minimum of five years' experience in a progressively responsible professional level position with a focus on business development, marketing, particularly for rural areas, as well as general management experience.
- Equivalent of five years of experience with progressive responsibility in property or contract management.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

- In depth knowledge of the marine trades, aerospace or advanced manufacturing industries.
- Excellent verbal and written communication skills.
- Knowledge of business, economic development, marketing, tourism, public relations and other issues that may affect Clallam County.

- Ability to function within a public agency environment.
- Ability to effectively present detailed information to tenants, customers and the public. Must have impeccable customer service skills and strategies.
- Ability to present business cases to the public and to the Board of Commissioners in open public meetings.
- Ability to perform complex business calculations such as net present value and internal rate of return.
- Ability to analyze extremely complex leases, contracts, agreements and documents.
- Ability to travel, including internationally, as needed.
- Ability to work independently with little or no supervision. Must be extremely self-motivated.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to prioritize and deal with problems involving several concrete variables in circumstances where only limited standardization may exist.
- Ability to effectively use computer software including Microsoft Word, Excel, Outlook and property management programs.
- Ability to proficiently utilize calculators, copy machines and other office equipment
- Ability to read, write and speak the English language at a level for efficient job performance.
- Ability to read, analyze and interpret business periodicals, government regulations, and Port handbooks.
- Ability to write reports and fill out forms accurately.

CERTIFICATES, LICENSES or REGISTRATIONS

Valid Washington State driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Requires sitting at a desk for extended periods of time, using a computer work station for extended hours and occasionally lifting up to 25 pounds. Duties are performed in a moderately busy office environment.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Port reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or work environment change.