



Title: Business Development Coordinator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Economic Development Services Director.
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's Degree in a business related field of study to include Business Administration, Business Development, Real Estate Development, Economic Development, or other directly related field.
 - Equivalency: Equivalent years of experience are equal to one (1) year of relevant experience for every one (1) year of education required.

Experience: A minimum of five (5) years of progressively responsible experience in implementing, developing and managing business development, business retention, workforce development, and foreign direct investment attraction programs.

- **Licenses/Certifications/Special Requirements:**
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting, or a private regional economic development organization.

JOB SUMMARY

The purpose of this position is to develop, manage, and implement the City's Business Retention and Expansion Program, Workforce Development Program, Export Awareness Program, and FDI Attraction Program, as well as any other needed business development programs. This is accomplished by coordinating programs, events, and assisting clients with new or expanding commercial development opportunities. This includes assessing business development needs, creating programs and proposals, and developing new strategies to enhance business retention and expansion. Additional duties include developing and implementing a workforce development strategy, an export strategy, and a strategy to attract foreign direct investment.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Develops the business retention and expansion strategy, conducts business meetings with local companies to assess needs and assist businesses in expanding, remaining and growing in Peoria and determining export opportunities for city businesses. Contacts or approaches companies and establishes and maintains effective working relationships with business owners, developers, the public and management. Meets in person with local businesses to identify business needs and issues that may be facing local enterprises, to include in-person interviews, business history, employee and employer needs, business expansion needs and barriers to growth.
2	Works to increase public awareness of community business needs and strengthen business and community communications to mobilize the community for business development, retention and expansion through the creation and implementation of marketing and outreach programs. Identifies and implements strategies to improve the overall health of the City of Peoria business environment.
3	Initiates a strategic approach to commercial and retail infill. Identifies missing commercial and retail presence, makes contact with brokers and developers, contacts companies directly and attends the International Council of Shopping Centers (ICSC) on a semi-annual basis to market retail opportunities to fill vacant space in Peoria and attract such businesses to Peoria. Participates in professional organizations that support the local business community.
4	Researches social trends, traffic patterns, demographics to correctly identify and place retail and commercial entities for maximum business success. Studies and investigates industry trends, workforce demographics, partnership willingness and resource identification using various programs and resources.
5	Generates reports, information, and plans in connection with the Business Retention and Expansion program. Communicates with officials, advisory boards, employees, owners, developers, neighborhood groups and the general public to explain program activities and initiatives, as well as present reports and make presentations.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” The physical demands described here 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 the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X” The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers and related software. Vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

None required.