

Nevada Governor's Office of  
**ECONOMIC DEVELOPMENT**

**JOB ANNOUNCEMENT**

**BUSINESS DEVELOPMENT SENIOR ANALYST**

*These specifications are intended to present a descriptive list of the range of duties performed by employees in this title and are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION:**

The Governor's Office of Economic Development, is seeking an experienced analyst for our Business Development team in Las Vegas. The Senior Analyst shall supervise and direct administrative and technical activities of the division.

**REPRESENTATIVE DUTIES:**

*The following duties are typical for this title. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Incentive Program Management

- a) Develop a strong understanding of the agency's and other state incentive programs;
- b) Attend meetings with companies to discuss incentive opportunities;
- c) Assist Regional Development Agencies with incentive applications;
- d) Review applications, generate economic impact and tax revenue analysis, and prepare a Board summary report;
- e) Coordinate all public and governmental notices related to agency incentives, and manage the Board hearing process;
- f) Attend public hearings on agency incentives;
- g) Supervise approval notifications and incentive contract process;
- h) Coordinate with Department of Taxation on incentive audits; and
- i) Maintain statistics and report on the agency's incentive programs.

2. Business Development

- a) Develop a strong understanding of the State Economic Plan;
- b) Develop and maintain tax and economic metrics for Nevada and a select group of competing states;
- c) Develop and maintain a standard collection of business development presentation materials;
- d) Coordinate with GOED staff, Regional Development Agencies, City and County staff on business development matters; and
- e) Attend meetings with companies looking to expand or move to the state.

**NEVADA GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT**  
**Job Announcement - Business Development Senior Analyst (Continued)**

**3. Customer Relationship Management (CRM) System**

- a) Act as lead supervisor of the State's CRM system;
- b) Coordinate with Regional Development Agency, City and County staff regarding system and data integrity;
- c) Coordinate and resolve technical issues with the CRM; and
- d) Develop and maintain a standard set of reports.

**EDUCATION AND TRAINING:**

- Graduation from four-year college/university business program or equivalent education, and five years of progressively responsible business and analytic experience.

**SALARY, JOB LOCATION, CLASSIFICATION & BENEFITS:**

- Salary Range: \$70,000 - \$80,000 (Commensurate with Experience)
- Full-Time, Non-Classified position located in Las Vegas (March 1, 2014 Estimated Start Date)
- Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary. The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available. Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month starting July 1, 2013 through June 30, 2014. The salary listed above does not reflect the reduction from the required furlough.
- Resumes will be accepted until the recruitment needs are satisfied. To apply: Please forward resumes to the Nevada Governor's Office of Economic Development, Attn: Michelle Fox, 808 West Nye Lane, Carson City, Nevada 89703, or via e-mail at [mfox@diversifynevada.com](mailto:mfox@diversifynevada.com).
- **Only written correspondence will be accepted.**

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