

Nevada Governor's Office of

ECONOMIC DEVELOPMENT

Director of Business Development

(Non-Classified)

Salary : \$106,000

(EMPLOYEE/EMPLOYER RETIREMENT)

The Nevada Governor's Office of Economic Development (GOED) was created during the 2011 Session of the Nevada Legislature through a collaboration of the Nevada Governor's Office and the Leadership of the Nevada State Senate and State Assembly.

Currently, GOED is seeking to fill the position of Director of Business Development. This job is primarily responsible for the management of the statewide business recruiting effort and coordination and communication with all partners, under the direction of the Director of the Governor's Office of Economic Development.

Primary Responsibilities:

1. Manages stateside recruiting effort with particular focus on southern Nevada;
2. Manages statewide recruiting process, including outreach to businesses and site selectors, all incentives and abatements, pipeline report, contracting, and reporting;
3. Coordinates efforts with a breadth of economic development partners including Regional Development Authorities, local government economic development agencies, education institutions, industry and industry organizations, and other GOED staff;
4. Develops expertise in economic development policy and programs and applies that expertise to economic development initiatives and policy development;
5. Identifies potential improvements to existing methods and policies;
6. Supports GOED Industry Specialists, international Director, Technology Commercialization staff, as well as the Research and Communications departments;
7. Develops strong relationships and thorough understanding of asset and opportunities in southern Nevada.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Required Knowledge, Skills, and Abilities

1. Possesses a working knowledge of agency programs, initiatives, and policies;
2. Demonstrates excellent verbal and written communication skills;
3. Exhibits strong analytical and critical thinking skills;
4. Maximizes performance of individuals, teams, and organizations through excellent management skills;
5. Possesses ability to successfully manage multiple, high-priority responsibilities within required deadlines.

Education and Experience Guidelines:

Bachelor's Degree; demonstrated contract administration experience; minimum 8 years of personnel management experience

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Supervisor:

Executive Director, Governor's Office of Economic Development

Salary:

Up to \$106,000 plus benefits * Please note: (The salary reflects retirement (PERS) contribution by both the employee and the employer; an employer contribution plan is also

available at a reduced gross salary. Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month, through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.)

Benefits:

This is a full time/non-classified position. The State of Nevada offers 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 benefits such as a deferred compensation plan are available.

Position Location:

Las Vegas, Nevada

Resumes will be accepted until the recruitment needs are satisfied.

To Apply: Please forward resumes to the Governor's Office of Economic Development, Attn: Vera Adams, 808 West Nye Lane, Carson City, Nevada 89703 or via email at vadams@diversifynevada.com. **Please no phone calls.**