

## **JOB ANNOUNCEMENT**

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to create and deliver high-impact solutions that lead to prosperous lives and communities for all Oklahomans.

Qualified applicants must submit a resume, cover letter and a list of reference sources to Human Resources. Send via email to [recruiter@okcommerce.gov](mailto:recruiter@okcommerce.gov)

Review of documents will begin immediately. **Deadline is Monday, May 6<sup>th</sup>, 2019.**

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**POSITION: Director, Business Retention & Expansion (BR&E)**  
**DIVISION: Business Development**  
**SUPERVISOR: Charles Kimbrough**  
**JOB LOCATION: Oklahoma City**  
**SALARY: \$70,000 - \$90,000**  
**JOB NUMBER: J-695**

### **RESPONSIBILITIES:**

This position provides leadership and supervision to the states Business Retention, and Expansion (BR&E) program. Extensive economic development experience in the BR&E area will receive favorable evaluation. The position provides administrative support and managerial direction to Regional Development Specialists, Minority & Women Owned Business Programs and Business Incubator Certification Program. Be proactive to identify new opportunities, changing regulatory requirements and expectations in the areas of business retention, expansion and delivery of state business incentives. Motivates team members in accomplishment of division, agency and Governor's goals and objectives. Develops strategies for cooperative work in partnership with other state economic development related agencies. Maintains updates to annual performance measures and methods to identify changing trends that may affect outcomes. Meets with each team member to develop annual performance goals and periodically throughout the year to gauge progress and make needed adjustments. Statewide travel necessary.

### **Project Management**

Responsible for delivering solutions to potential prospects to the state. Responsible for sales message development and delivery of proposals to clients in an accurate and timely manner. Team leader for project management and training; as the point of contact for project delivering all partners and materials to the client with accuracy and within the specified due date. Update daily maintenance on Customer Relations Management (CRM) for current project status. Gather, report and maintain agency standards. Report accurately on a weekly basis successful events into the CRM. Prepare and submit weekly status reports on priority projects or as requested. Preparation of informative and impactful client hosting, write and deliver presentations to prospects, coordinate site visits for active projects, assist in preparing briefings for visits and announcements. Update local economic development organization and regional specialists on local projects. Ability to travel daily throughout the statewide regions with overnight stay as necessary. Also ability to travel outside of state to accomplish divisional and agency goals. Assist communities on proposals and BR&E programs. Assist communities on preparation for hosting site visits. Work and develop the projects through to a success.

## **Economic Development**

Attend and participate in scheduled team and agency meetings for reporting and planning. Reports on industry trends for activities and consultant visits. Plan and participate in familiarization tours of various statewide assets (i.e. stay abreast of asset inventory - building and sites information update, land opportunities, community strengths and assets, statewide advantages, of doing business in Oklahoma). Stay updated on information comparative to other surrounding and competing states. Update and correct consultant lists. Weekly calls and relationship nurturing to local economic development partners. Stay updated on local workforce and training opportunities. Build and maintain partnerships and relationships with Career Tech, Higher Education, Oklahoma Finance Authority, Oklahoma Tax Commission, Oklahoma Employment Securities Commission, Oklahoma Department of Agriculture, Oklahoma Department of Environmental Quality, Oklahoma Department of Transportation, Workers Compensation Board, and OSU Food and Agricultural Center. Regional economic development networking on a quarterly basis and national networking events twice per year. Participate in other team activities as assigned.

## **KNOWLEDGE AND SKILLS:**

Knowledge of competitive business retention and expansion practices and procedures. Must be aware of business and tax incentives offered to new or expanding businesses and potential business financing resources, supporting services and programs such as training, education, licensing, transportation, insurance, tax structures, workforce development, and infrastructure development.

Must be effective in establishing and maintaining cooperative working relationships with Commerce staff, state, municipal and community officials, business leaders, and the economic development community.

Requires a high degree of flexibility, cooperative skills, communicative skills, facilitative skills, and team skills. Successful candidate must be capable of functioning independently, and demonstrating initiative and available to work extended hours and travel to communities throughout Oklahoma.

## **EDUCATION AND EXPERIENCE:**

A bachelor's degree required in areas such as business administration, economics, economic development, finance, or a related field. Plus, the position requires five years professional-level experience in a related field. Experience in business retention and expansion, business development or economic development preferred.

**AA/EOE**