Opportunity Description

ORGANIZATION: Economic Development Partnership of North Carolina (EDPNC)
POSITION TITLE: Business Development Manager
FLSA STATUS: Exempt

ABOUT US
The Economic Development Partnership of North Carolina (EDPNC) is a public-private 501(c)3 nonprofit organization responsible for state economic development functions previously housed within the North Carolina Department of Commerce.

OUR MISSION AND VALUES
Our mission, along with the North Carolina Department of Commerce, is to improve the economic well-being and quality of life for all North Carolinians.

The EDPNC is a diverse team of economic development professionals who take pride in:
- Performing at a high level and holding ourselves accountable for our results.
- Building strong partnerships and collaborating both inside and outside the organization.
- Providing excellent customer service through every interaction.
- Being an accessible, innovative, and knowledgeable resource for our clients, partners, and stakeholders, and
- Serving as ambassadors for North Carolina through our work.

OPPORTUNITY SUMMARY
Drive the performance of the EDPNC Business Development team in identifying, developing, and managing corporate recruitment prospects involving domestic companies considering new operations in the U.S. market. This position will focus primarily on investment opportunities in the U.S., and secondarily on managing the relationship with the foreign direct investment promotion office in China.

PRIMARY FUNCTIONS
- Identify high-growth industry sectors and companies for North Carolina to prioritize for corporate recruitment and prospecting purposes;
- Promote North Carolina as a business location to corporate decision makers through marketing events, conferences/forums, and one-on-one meetings;
- Drive the relationship with EDPNC’s business development representation in China from contractual, reporting, strategic, and other perspectives, as well as acting as the designated NC-side intake and support for leads and projects from the Greater China area, traveling to that region as necessitated by the aforementioned duties.
Proactively engage corporate decision makers at industry conferences, trade shows and other related events;
Follow industry news and respond to opportunities by positioning North Carolina for consideration by companies that are evaluating new facility locations;
Develop strategic partnerships with other North Carolina associations and organizations, as well as other businesses (e.g. service providers in law, construction, banking, and other related sectors) to increase generation of deal flow;
Engage local economic development partner organizations through speaking engagements on subject matter issues, cooperative marketing trips, and other activities designed to facilitate the ability of partners to promote their communities and regions to corporate decision-makers involved in expansion planning;
Learn and leverage current trends in investment, including understanding the most active sectors and source regions for new investments;
Provide project-management support as needed for business recruitment projects, however those projects are sourced;
Serve as a representative for the organization, e.g., speaking engagements to various stakeholder groups;
Prepare on behalf of the Business Development team presentations to the EDPNC board and other EDPNC stakeholder groups as needed;
Other duties as the supervisor deems necessary;
Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EDUCATION AND EXPERIENCE REQUIREMENTS
- Bachelor's degree required, preferably in related fields such as business, marketing, economics, finance, public policy, etc.
- Minimum 3 years experience in business development in the public and/or private sector
- Fluency in a foreign language (particularly in Chinese) and/or overseas business experience is preferred

KEY COMPETENCIES
- Ability to interface professionally with senior-level business and government executives
- Strong verbal and written communication skills, including presentations to outside audiences
- Strategic thinking
- Culturally intelligent and sensitive
- Strong organizational skills and follow-up
- Ability to act quickly and efficiently in carrying out the functions of the position
- Ability to collaborate with multiple stakeholders, both internal and external to the organization
- Customer service-focused attitude and behavior

HOW TO APPLY
Please submit a cover letter and copy of your résumé to Nikki Yawn, Human Resources, at Nikki.Yawn@EDPNC.com. Applications will be reviewed on an ongoing basis.