

Are you looking to join an outstanding, award-winning team with a vibrant company culture that encourages independent thinking, teamwork, innovation, and fun?

We are the Development Corporation of Abilene – a competitive, innovative, and award-winning economic development team. We are in search of a Business Attraction Manager to join our team. The Manager of Business Attraction will join the Business Development Team of the Development Corporation of Abilene. Abilene, Texas is a centrally located, mid-size and mighty community in west Texas. The Business Development Team, leverages opportunities to sell Abilene as a premier business location both domestically and internationally. The Manager of Business Attraction will be charged with increasing the organizations competitiveness. The Development Corporation of Abilene’s goal is to spread the Abilene story worldwide to increase capital investment and job creation in Abilene, Texas. This is an exciting opportunity for a passionate leader looking to influence the transformation of an organization and a community.

Business Attraction Manager

Under general direction of the Vice President of Business Development, the Business Attraction Manager will play a key role in achieving annual goals that align with the strategic plan. They will participate in the organization’s business development efforts in developing innovative approaches to drive investment and foster growth.

Job Duties and Responsibilities

Under direction of the Vice President of Business Development;

- Manage Business Attraction efforts through responding to RFP requests, build local relationships, and learn vital indicators about the Abilene MSA
- Participate in the development and implementation of targeted business attraction activities and programs to reach prospective companies through qualified national and international business development leads
- Develop and maintain professional business relationships with clients, brokers, consultants, site selectors, and allies regionally and nationally through personal contact and participation in professional industry related organizations
- Assist in implementing components of the strategic plan outlined for business development
- Capture and track progress of business attraction efforts
- Conduct research, compile data, and develop response packets
- Successfully generate and maintain a robust pipeline of projects
- Maintain an extensive database by documenting calls, visits, and correspondence with companies and prospects in Salesforce
- Coordinate with Marketing to create targeted collateral, messaging, and execute campaigns

Educational and Skill Requirements

Education and Experience:

- 3-5 years of experience in Economic Development, Business Development, Real Estate, Finance, Marketing, Sales, or other business development related work
- Bachelor’s degree in Business, Finance, Political Science, Communications, Marketing, Real Estate, or a related field is required

- Knowledge of attracting headquarters, corporate offices, manufacturing, and light industrial firms
- Knowledge of professional economic development principles, practices, and procedures
- Knowledge of business site selection principles, practices, and methods for effective project management to convert business prospects into successful wins (landed projects as new employers)
- Knowledge of applicable federal, state, and local laws, codes, and regulations relating to general governmental management and economic development

Skills and Qualifications:

- Must be a team player with strong people skills and be able to multi-task while remaining flexible in a fast-paced environment
- Strong business development or sales experience
- Ability to read, write, interpret, and analyze business transactions, technical procedures, and government regulations
- Knowledge of financial tools available on a local, state, and national level that benefit a company
- Critical thinking skills with the ability to analyze projects, situations or statements and determine their validity
- Skill in appropriate handling of politically sensitive and confidential information
- Skill in organizing, prioritizing, tracking, and managing multiple assignments, projects, and tasks
- Skill in contract negotiation and administration
- Ability to work under deadlines and stressful situations
- Ability to write and interpret reports, correspondence, and manuals
- Ability to effectively present to groups of people
- Ability to work from conception to completion of deals
- Ability to interpret real estate closing documents
- Ability to solve problems and work with a variety of variables in situations where only general guidelines exist
- Ability to interpret instructions in written, oral, diagram, or schedule form
- Experienced negotiator
- Advanced experience with MS Office and industry technology programs

Working Conditions: Environment

- Traditional office environment
- Location: Abilene, Texas

Physical Requirements

Large percent of time traveling or performing computer-based work is required.

Travel

When prepared, this position will require aggressive travel, averaging 12-15 business development trips per year.