

Title: Director of Business Development

Summary:

The Director of Business Development serves in the capacity of chief assistant to the Executive Director in implementing the Agency's strategic plan as it pertains to the business development and formulation of projects and programs. Assists in the development of the Agency's strategic plan, objectives, policies, and procedures. Reports to the Executive Director.

Principle Responsibilities:

- Develop new projects for the agency, identify and develop relationships with existing and new business opportunities leading to investment in Amherst.
- Coordinate the planning and redevelopment activities of the Agency.
- Coordinate activities of the Agency related to economic development and redevelopment activities conducted by the Agency in conjunction with outside agencies; representing the Agency and/or Executive Director in regard to other economic development and planning agencies.
- Manage redevelopment real estate projects, producing and reviewing budget analyses, preparing grant applications, and monitoring contractors and consultants from bidding phase through project completion.
- Represent the Agency on other boards and task forces engaged in planning, redevelopment, and economic development as appropriate and/or as assigned by the Executive Director; act as a liaison to other levels of government.
- Contribute to marketing efforts, including enhancing social media presence.

Key Skills and Characteristics:

- Excellent verbal and written communication skills; ability to command the respect of professional and technical people from various organizations.
- Excellent organization, analytical, data/financial analysis, and negotiating skills.
- Strong knowledge of inter-governmental relations, planning, project development, and project management.
- Ability to function independently with little or no supervision.
- Strong knowledge of Amherst/WNY development context.

Education & Requirements:

- Education Level: Master's Degree in Urban Planning (Economic Development Concentration Preferred), MBA-Business Administration (with a development and/or real estate focus), or related field.
- Relevant Experience: Five (5) years' experience in business, institutional, consulting, and/or governmental agency work in economic development, planning or related field.

Interested Applicants should direct Resume and any other correspondence via e-mail or traditional mail to:

David Mingoia
Executive Director/CEO
Amherst Industrial Development Agency
4287 Main Street
Amherst, New York 14226
dmingoia@Amherstida.com