

# STL PARTNERSHIP

## Business Development Officer

### ***THE ORGANIZATION***

Our mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses and institutions of the St. Louis region.

The St. Louis Economic Development Partnership marks a new era of collaboration within St. Louis by aligning regional efforts in business development, business finance, entrepreneurial support and international trade services.

Today, the Economic Development Partnership provides a broader range of services than most agencies of its kind, boosting innovation and entrepreneurship, attracting and retaining companies, increasing the region's international reach, and revitalizing municipalities, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.

### **Accredited Economic Development Organization**



St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

### ***THE POSITION***

Supports the project management needs of the division in all aspects of its operational activities and functional areas including Request For Information (RFI) management, New Market Tax Credits, Chapter 100, market research, economic development collaboration, proposal formulation and development, and strategic marketing efforts to help attract, expand, and retain St. Louis businesses. This position also interacts with government agencies and officials, other economic development organizations, business leaders, consultants, real estate professionals, and community leaders to retain, expand, and recruit businesses, as well as improve the local business climate.

### **Job Functions:**

- Assist in the design and formulation of business proposals.
- Support the RFI process and workflow, including responses to clients.
- Analyze data with a focus on real estate and economic impact.
- Serve as point of contact for clients inquiring about SLEDP services and incentives.
- Serve as point of contact for Chapter 100 compliance and invoicing.

- Support the activities of the Heartlands Regional Investment Fund (HRIF) and New Market Tax Credits (NMTC).
- Conduct market research to find answers about real estate inquiries, economic impact reports, and workforce trends and data.
- Assist in development of ideas and creative marketing campaigns to attract businesses and talent to the region of St. Louis.
- Provides support and assistance to the vice presidents of Business Development in major projects.
- Occasionally manages smaller projects, as deemed appropriate by leadership.
- Seeks out organizations within and outside of the St. Louis region to present services that SLEDP can provide.
- Develops presentation materials for presentations done within the Business Development department.
- Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

### ***THE NEED***

#### **Professional qualifications for this position include:**

**Education:** Bachelor's degree in business-related field such as Finance, Business Administration, Management, or related field.

#### **Qualifications:**

- Two years of experience in business development, project coordination, economic development, public administration, or urban planning.
- Experience with all MS Office products and Salesforce.
- Must be able to demonstrate time management skills and organizational skills.
- Strong numerical and analytical skill set with ability to interpret quantitative data and perform detailed trend analysis utilizing raw volume data.
- Experience collaborating with multiple stakeholders in program/project management.
- Demonstrated ability to generate creative solutions.
- Outstanding verbal, written, and interpersonal communications skills with a proven ability to work collaboratively with others.
- Adobe Creative Suite experience is a plus.

**INTERPERSONAL CHARACTERISTICS:** Strong written and verbal communication skills are expected. The selected candidate should be a strong relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community. A team player who works well with a wide variety of constituencies including elected officials, government agencies, business leaders, development officials, consultants, legal and financial professionals, and other actors associated with business development projects and economic development initiatives is highly desired.

## **THE REWARD**

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>.

Also, applicants are encouraged to visit our website to learn more about the organization:

<https://main.stlpartnership.com>.

*The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*