

Job Description – Vice President of Business Development

The Decide DeKalb Development Authority (DDDA) is seeking a Vice President of Business Development. Primary responsibilities will include but are not limited to: serving as a leader Business Development team to create, direct, and implement programs that result in a robust pipeline of projects that support DeKalb’s target industries; dynamic wage job creation; business attraction, retention and expansion; workforce development; and attraction of domestic and international businesses; promotion of international trade and small business development initiatives. The individual will report to the President.

Key Duties and Responsibilities:

- Develop, implement and manage initiatives to support the Authority’s long-term strategic plan.
- Develop and foster relationships with key decision-makers across identified target industries.
- Manage and develop project managers and other business development team members
- Develop, secure and manage new and existing projects.
- Evaluate and provide cost/benefit analysis of incentives and develop financing plans.
- Negotiate development agreements and contracts with private developers.
- Perform economic development ombudsman duties with County departments and cities on behalf of companies and private developers relocating or located within DeKalb County.
- Utilize strong written and verbal communications skills in presenting information to key stakeholders.
- Assist in representing the Authority on regional economic development boards/committees and assuming other duties as assigned.
- Meet and work with citizen committees, special interest groups, non-profit organizations, and neighborhood groups concerning economic development issues.
- Prepare reports on economic development activities; and other economic development programs or projects that are assigned.

Minimum Qualification(s) Required. Graduation from an accredited college or university with a bachelor’s degree in Economics, Public or Business Administration, Economic Development, Urban Planning, Real Estate, or a related field. Seven to ten years of progressively responsible professional work experience at a level that required supervision or management of complex projects, teams and programs in economic development, community development, urban economic development, redevelopment, urban planning, real estate, economics, commercial development, real estate, or public and/or private finance with tangible and measurable results.

Preferred/Desirable Qualification(s). Graduation from an accredited college or university with a master’s degree in one of the fields outlined above, membership in related professional organizations, and designation as a Certified Economic Developer (CEcD) are desirable.

Resume and cover letter should be submitted to Jenee Williams at jwilliams@decidedekalb.com. Decide DeKalb Development Authority is an Equal Opportunity Employer.