

Title: Business Development Director

Location: Cheyenne

Division: Business Development

Reports To: Chief Performance Officer

Position Status: Exempt

March 2017



Basic Purpose:

Leads the business development division to develop and implement economic diversification strategies for the State of Wyoming, including industrial development, recruitment, business retention and expansion, entrepreneurship development, domestic and international market development, and agribusiness development.

Essential Duties:

- Collaborates with CPO to develop annual performance goals, plan, implement and optimize annual strategic initiatives.
- Analyzes and evaluates division budgets and programs for effectiveness and return on state investment.
- Organizes and ensures teams, projects and programs align with WBC vision, mission, values and statutory obligations.
- Evaluates procedural policies and rules on an ongoing basis; makes recommendations for changes to keep programs directed at achieving strategic initiatives and meeting of clients.
- Leads, manages and organizes a team of professionals to carry out key business or community development programs.
- Serves as liaison to sub-committees of the Board of Directors.

Position Requirements:

- Any combination of education and experience equivalent to a bachelor's degree plus at least ten years' work experience in economic development.
- Management experience preferred.
- Knowledge of existing industry in Wyoming including manufacturing and agriculture preferred.
- Must be self-motivated, reliable and organized.
- Ability to work in faced-paced environment and under compressed deadlines.
- Ability to communicate – both written and verbal.
- Must work well both independently and as a member of a team.