



**JOB OPPORTUNITY  
BUSINESS RELATIONS SPECIALIST  
UNCLASSIFIED**

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**Open To:** The Public

**Location:** Bradley International Airport - Windsor Locks, CT

**Job Posting No:** CAA101416

**Hours:** Normal Schedule Monday to Friday - 8:30 a.m. to 5:00 p.m.

**Salary Range:** \$75,686 - \$113,530

**Closing Date:** **November 18, 2016**

**Position Summary:**

As a member of the Connecticut Airport Authority (CAA) management team, this position works under the direction of the Director of Administration and is responsible for the coordination of airline and airport service promotion and assists route development efforts at Bradley International Airport and the five general aviation airports.

**Essential Duties and Responsibilities** include, but are not limited to, the following:

- Serves as a liaison with community organizations and businesses throughout the region to promote airport services.
- Mobilizes support for CAA airport services amongst regional stakeholders.
- Identifies, develops, and implements a strategy to engage the business community on new and existing routes and services at CAA airports.
- Tracks and analyzes relevant air service trends and market conditions.
- Supports Senior Management in formulating airline route development strategies.
- Supports Senior Management in the production of business case presentations to airline representatives and other relevant stakeholders.
- Establishes tailored initiatives to ensure the viability of key services.
- Coordinates other projects as assigned by the Director of Administration.

**Qualifications:** To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily and independently. The requirements listed are representative, but not necessarily all-inclusive, of the knowledge, skill, and/or ability required:

- Knowledge and understanding of key domestic and international air service trends, market conditions, and strategies.
- Excellent research skills and familiarity with relevant aviation data sources, including, but not limited to, those pertaining to market assessments and passenger forecasts.
- Ability to multi-task effectively in a fast-paced environment.
- Exceptional administrative skills, including data and word processing.
- Demonstrated ability to foster and maintain business relationships with a wide array of airport partners.
- Polished oral and written communication skills, with a particular emphasis on the ability to effectively incorporate quantitative data in persuasive presentations.
- Strong interpersonal skills and ability to work well with others.
- Understanding of relevant state and federal laws, statutes, and regulations.
- Experience and discretion in handling and maintaining confidential and sensitive information.

**Education/ Experience:**

- An Associate Degree or higher (preferred) from an accredited college or university in business management, sales, marketing, or any other field indicating an ability to successfully perform the duties outlined in this job description.
- Three (3) to five (5) plus years of professional experience preferred in the aviation industry or in a position representing business interests with demonstrated experience in either business development, terminal operations, leasing, or marketing.
- Strong preference for candidates with experience in airline route and network planning, airline consulting, or having held a similar position at another airport.

**SPECIAL REQUIREMENTS:** An individual serving in this position must be able to successfully undergo a thorough background and security screening, including fingerprinting, drug screening and maintaining the required security clearance during the duration of employment.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Walking throughout the terminal to visit tenants and other business partners.
- Prolonged sitting and viewing a computer monitor.
- Visiting the general aviation airports and other properties related to duties and responsibilities
- Extensive domestic and international travel may be required in support of the duties and responsibilities of the position.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office environment at the State's largest commercial airport
- Airport environment where high levels of security are maintained.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a CAA Employment Application (located at: <http://www.ctairports.org/ContactUs>), a letter of interest, and a resume to the address below. **State of Connecticut employees** should also submit the previous 2 service ratings and previous 12 months' attendance records.

**Timothy J. Geary**  
**The Connecticut Airport Authority**  
**Bradley International Airport**  
**Administration Offices, Terminal A, 3<sup>rd</sup> Floor**  
**Windsor Locks, CT 06096**  
**Fax is the preferred submittal method at (860) 292-2047**

*Application packages must be received or be postmarked by the close of business on November 18, 2016 in order to be considered for this position.*

**THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**