

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
JOB OPPORTUNITY
BUSINESS DEVELOPMENT ADMINISTRATOR
Office of Business Development

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public

Location: 505 Hudson Street, Hartford

Job Posting No: 100123

Hours: 40 hours per week/Full-time

Salary: MP 74 \$124,215 - \$168,489 (annual)
new hires to state service start at the minimum

Closing Date: February 13, 2015

NOTE: The filling of this vacancy will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

About the Agency: The mission of the Connecticut Department of Economic and Community Development (DECD) is to implement strategies to increase the state's economic competitiveness. DECD staff work to create and retain jobs, revitalize neighborhoods and communities, and **solidify the state's reputation as a high-tech leader in innovation and productivity.**

General Experience: Ten (10) years of professional experience in business development to include business trend analysis, financial statement analysis, domestic and international sales force management, execution of marketing and sales philosophies and strategies.

Special Experience: Three (3) years of the General Experience must have been in a business development administrative capacity. **Note:** Business development administrative capacity is defined as senior leadership of a business development unit directing major business development and sales initiatives which include planning, organizing, directing and controlling resources.

Substitutions Allowed: College training in business administration may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree. A Master's Degree in business administration, marketing or public administration or a closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirement: Incumbents in this class will be required to travel domestically and internationally.

Minimum Qualifications Required

Knowledge, Skill and Ability: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of domestic and international marketing, sales, finance and capture management; knowledge of commercial lending; knowledge of exporting; knowledge of small business administration; considerable negotiations skills; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze and forecast business development trends; considerable ability to cultivate positive business relationships; ability to develop business development plans.

Examples of Duties: Administers staff and high performance operations of the Business Development Division; develops, implements and evaluates division policies, goals and objectives; designs and develops division programs and activities related to marketing, attracting, retaining and growing entities in-state, domestically and internationally; executes marketing strategies and techniques applicable to all industry sectors and targeted sectors; analyzes business development related metrics and other economic indexes to develop potential recruitment and expansion strategies; prepares in-state economic development marketing plan and executes marketing strategies and techniques within division, with chambers of commerce, business associations and municipal economic development officers; cultivates relationships with owners, senior executives or leadership of businesses and organizations; negotiates large and complex business development transactions; develops strategies for conducting and closing business development initiatives; serves as Permit Ombudsman to expedite state permits needed for project development; charters process improvement initiatives within division and implements results oriented procedures and procedural revisions with minimal cycle time; maintains division performance metrics for process improvement initiatives; administers internal review and approval process to execute transactions; determines appropriate staffing levels and directs management and coordination of staff; designs and implements performance review standards for division staff; prepares division budget; maintains contacts with individuals within and outside of agency who might have impact on policy or program activities; establishes business development territories, targets and goals for staff; trains, mentors, motivates and leads professional business development staff; represents Commissioner at public forums, events and meetings; recommends and or contributes to new or revised legislative proposals; performs related duties as required.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and Application for Employment (CT-HR12) to:
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**Irena Baj Wright
Human Resources
Department of Administrative Services/SmART Unit
165 Capitol Avenue, 5th fl
Hartford, CT 06106**

If sending via Fax or e-mail note job title and posting number in the subject line and send to:

**CONFIDENTIAL Fax Number 860-622-2843
or
irena.baj-wright@ct.gov**

Due to the number of applications received, we are unable to confirm receipt.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.