

Loring Development Authority of Maine

Position Description

Position Title: Business Development Specialist

Reports To: President and CEO, Loring Development Authority of Maine

General Summary

Under the general direction of the President and CEO of the Loring Development Authority of Maine, the Business Development Specialist performs work of significant effort in proactively working with businesses and entities to locate and thrive at the Loring Commerce Centre. The Business Development Specialist will provide customer-driven, problem solving, professional economic development advice to businesses interested in locating at Loring Commerce Centre. The Business Development Specialist will act as the project manager for various projects that are located on the Loring Commerce Centre campus.

Essential Job Functions:

- Work with the President/CEO on the implementation of the Reuse Master Plan, Airport Master Plan, energy assessment, workforce assessment and other initiatives of the LDA.
- Pro-actively direct and pursue economic development initiatives to attract and retain businesses in the targeted industries and clusters identified in the Reuse Master Plan for the Loring Commerce Centre.
- Act as a key member of the LDA team to provide assistance in the development of short and long-term economic development plans, as well as the gathering of information and preparation of studies, reports and recommendations to achieve such goals. This will involve the preparation and maintenance of information regarding utilities, taxes, zoning, transportation, community services, financing tools and incentives, in order to respond to requests for information for economic development purposes, and coordination with agencies as needed.
- Provide customer driven, problem solving, professional economic development and business financing assistance. Assist in the application and permitting process and serve as an advocate for economic development at the Loring Commerce Centre.
- Promote the Loring Commerce Centre, including the sale or lease of land or buildings and the orderly development of projects.
- Maintain a positive working relationship with various local, state and federal agencies and coordinate projects with agencies as deemed necessary and appropriate, i.e. HUD on the federal level and the Department of Economic and Community Development at the State level and the respective planning staff and code enforcement offices for the Towns of Brunswick and Topsham.
- Provide information, and or make presentations to civic groups, business organizations, and the general public regarding economic development issues, opportunities at Loring Commerce Centre along with our programs, services, and plans.

- Identify and manage the existing inventory of available buildings and development sites at Loring Commerce Centre.
- Assist with negotiations and the management of professional service contracts, property sales or acquisition and economic development-oriented negotiations as assigned.
- Formulate and implement marketing and business attraction strategies for the LDA.
- Coordinate the development and processing of economic development financing tools.
- Assist in the development and writing of community development grant opportunities to enhance infrastructure that will enhance the interest of existing and prospective businesses at Loring Commerce Centre.
- Serve as a member of regional economic development groups or task forces that promote economic and community development as deemed necessary and appropriate.
- Monitor and report on legislation and regulations relating to economic development.
- Maintain strong working relationships with the general public, area businesses, tenants, clients, the media, and others.
- Provide additional support to the President and CEO as needed and assigned by the President and CEO which may not be strictly tied to a specific economic development matter.
- Attend professional development workshops and conferences to keep abreast of trends and developments in the field of economic development and to represent the LDA on matters related to economic development.
- Must have an ability to be a team player and work closely with all LDA staff.

Qualifications

Knowledge of:

- Comprehensive knowledge of business development, factors affecting business and community vitality and community and economic development.
- Working knowledge of municipal infrastructure and planning programs and processes.

Ability to:

- Ability to write and manage grants.
- Ability to communicate effectively with groups and individuals, state and federal agency representatives and legislative bodies, engineers, architects, contractors, developers, businesses, supervisors, employees and the general public.
- Ability to establish working relationships with other organizations in economic development practitioners.
- Ability to prepare and analyze detailed and sophisticated financial reports of data and have the skill in the operation of necessary tools and equipment such as computers, word processing, spreadsheet software and general office equipment.

- Must have a valid driver's license, a clean criminal record, and have the physical ability to travel routinely and to make site visits which may require walking through undeveloped areas.

Education:

Any combination of training and experience that would provide the opportunity to acquire the knowledge and abilities listed above. Minimum qualifications include graduation from a four-year college or university, preferably with specialization in business administration, finance, economics or community development or a related field, or any equivalent combination of experience and training. Master's degree in related field preferred.

Experience:

Any combination of training and experience that would provide the opportunity to acquire the knowledge and abilities listed above. Normally, four (4) years of related experience including at least two (2) years of program development level.

Other Requirements:

- Must have a valid driver's license and ability to possess a valid Maine's Class C driver's license.
- A clean criminal record.

Supervisory Responsibility

May be required to supervise other professional staff, which could include permanent part-time or full-time staff, volunteers or student interns in accordance with LDA's policies and applicable laws. May assist in interviewing, hiring recommendations, and training, planning, and assigning work.

Fair Labor Standards Determination

Exempt

Compensation:

Salary: \$65,000 with

Flexible schedule Some Remote Work Required

Vacation leave (equates to eighty (80) hours per year for full-time employees).

Sick Leave (equates to ninety-six (96) hours per year for full-time employees

Holiday Pay and Training Pay, Family and medical leave, Bereavement, Military, and Jury Duty Pay.

Health, Dental, Income Protection, Basic Life And Accidental Death & Dismemberment, And Long Term Disability Benefits

The LDA will pay 90% of regular full-time employee's health and dental insurance self-only premiums and 60% of the family premium costs for employees who elect to participate in the LDA sponsored plans.

Income Protection, Long term Disability (LTD), Basic Life & AD&D: The LDA will pay 100% of regular full-time employee's premiums. Employee Development reimbursement for tuition expenses, and Retirement

Working Conditions/Physical Demands

Normal office environment. Minimal physical effort required; normally seated with freedom of movement on a regular basis, operating office machines and handling light materials and supplies. Regularly operates a desktop computer, requiring hand-eye coordination and finger dexterity; and routinely communicates face-to-face and on the telephone. Must also have the physical ability to travel routinely and to make site visits which require walking through undeveloped areas.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Applicants should forward Resume and Cover letter to

Loring Development Authority of Maine

Attn: Jonathan M Judkins President/ CEO

jjudkins@loring@.org

119 Weinman Rd Limestone, Maine 04750

Please Review our Corporate Culture at

<https://loringcommercecentre.com/>