



POSITION DESCRIPTION

Position Title:	Business Development Manager
Reports to:	Director of Energy Services & Business Development
Directly Supervises:	Key Account Representatives
FLSA Status:	Exempt, Salary
Last Revised:	August, 2021

POSITION OBJECTIVE:

The objective of this position is to support and implement the company's targeted Key Accounts and Economic Development program goals. The program assures coordination and implementation of products and services that help key accounts succeed. The program involves all aspects of key account development from initial contact during the "business attraction" stage of economic development efforts to maintaining ongoing relationships. This position will continue to build effective stakeholder engagement strategies with state, regional, and local economic development organizations. This position will proactively develop and coordinate efforts in locating and promoting energy intensive business growth.

ESSENTIAL FUNCTIONS:

1. Oversee the operation of the Cooperative's Key Accounts and Economic Development program including, but not limited to, directing, supporting and evaluating staff.
2. Assist in the development and categorization of key accounts by risk, business type, revenue and service needs.
3. Assist with key account special project requests including but not limited to renewable projects (i.e. solar, wind, hydro, waste heat, etc.) and energy efficiency upgrade projects.
4. Identify trends or events that may present additional opportunities or risks and develop programs, proposals and services to capitalize on opportunities and mitigate risks.
5. Responsible for working with local municipalities regarding franchise agreements to ensure exclusivity of service territory.
6. Develops and maintains strategic relationships with key state, regional and local economic development stakeholders to promote company service areas and offerings to industry prospects. Actively seek board positions within local economic development organizations.
7. Works with economic development organization partners to promote the company's service area as an attractive location for new business/expansion through targeted business recruitment missions.
8. Serves as the initial point of contact for new business prospects and coordinates the company response for specific site selection inquiries.
9. Responsible for maintaining the economic development database that tracks project activities and monthly reporting activities.
10. Assist with the implementation of annual and long-term business strategic plans for the department.
11. Promote safety in every activity, holding yourself and team members accountable for safe behavior. Create and maintain a culture in which team members are encouraged to work safely. Attend required safety briefings and training. Abide by all of the cooperative's safety policies, procedures, manuals and bulletins.
12. Perform all other duties as assigned.

COMPETENCIES:

Demonstrate and support the Mission, Vision, and Values of South Central Power Company in all that we do.

1. **Safety:** Follows all company safety guidelines and demonstrates safe practices on the job; identifies, addresses, and reports unsafe conditions and actions; reports hazards/injuries/near misses as required. Attends and completes all required safety training.



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2. Job Knowledge & Skills: Understands and is knowledgeable of the duties, methods, and procedures required by the job. Accountable for work that is accurate and purposeful. Pursues training and development opportunities to continuously build knowledge and skills.
3. Quality Service & Teamwork: Understands, anticipates, and responds to both internal and external customer needs. Integrates own activities with larger team. Actively participates in, supports, and oversees team efforts. Participates on initiative and continuous improvement teams, as requested. Creates a positive working atmosphere which fosters teamwork and communication skills between all employees.
4. Communication Skills: Speaks clearly and persuasively, listens and effectively responds to questions in an appropriate manner. Writes clearly and informatively and, when necessary, alters writing style to the intended audience.
5. Innovation: Suggests ideas that challenge current practices or procedures. Offers creative ideas to improve efficiency and effectiveness. Actively utilizes learning opportunities and appropriately takes risks in achieving work and business objectives. Encourages, listens, and takes into consideration any new ideas voiced by direct reports.
6. Initiative, Problem Solving, & Decision Making: Performs with minimal supervision, acts promptly and makes decisions to resolve routine problems arising on the job. Seeks solutions for problems of a non-routine nature when they occur, making recommendations for corrective action. Operates at initiative level three or higher.
7. Work Ethic: Demonstrates commitment, personal integrity, dedication, cooperation, positive behavior, adaptability, and flexibility with changes when conducting all required duties. Is dependable and adheres to all company policies and procedures. Treats people with respect, accepts responsibility of own actions, works with integrity, and strives to uphold values of the organization.

POSITION REQUIREMENTS:

EDUCATION	A Bachelor's degree in Business, Engineering, Communications, or related field required. Certified Economic Developer (CEcD) and/or Certified Key Account Executive (CKAE) is highly desired.
EXPERIENCE	A minimum of five years of progressive experience working in economic development, energy services or key accounts at an electric utility or related organization is required.
ABILITY & SKILLS	Must have the ability to plan work and make sound decisions from observations and research. Must have excellent interpersonal skills and the ability to communicate verbally and in writing. Must have the ability to understand complex business problems from a technical standpoint and develop solutions to those problems. Must be proficient in computer programs such as Microsoft Office applications and mapping and billing software. Must have a valid driver's license and good driving record.
KNOWLEDGE	Must have a working knowledge of electricity and electrical distribution and transmission circuits. A general understanding of energy related electro-technologies is required.
PHYSICAL CHARACTERISTICS	Must be able to perform the essential functions of the position with or without reasonable accommodation.
ENVIRONMENTAL CONSIDERATIONS	Inside office environment. Average office noise levels. No personal protective equipment required other than when on commercial job sites that require hard hats, safety glasses, high visibility vests, etc. Ambient temperature between 68 and 76F. Some exposure to adverse weather conditions and terrain.



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This position description is not intended to be all-inclusive. South Central Power Company reserves the right to revise the job description at any time. This job description does not constitute a written or implied contract of employment.

I have received, reviewed and fully understand position described above. I further understand that I am responsible for the satisfactory execution of the essential functions, under any and all conditions as described.

Incumbent Signature: _____ Date: _____

Employee Name: _____

Supervisor Signature: _____ Date: _____