



Position Holder's Name:	Name	Position Title:	Coordinator, Business Development
Classification:	Professional	Type:	Full-time, Exempt
Org. Unit Name:	Business Development	Reports to:	Vice President, Business Development

The **Regional Economic Development Initiative (REDI) Cincinnati** is the first point-of-contact for any company looking to locate to or expand within the 15-county Metropolitan Statistical Area (MSA) of southwest Ohio, northern Kentucky and southeast Indiana, otherwise referred to as the Cincinnati region. An award-winning organization, REDI Cincinnati's purpose is to unite the region to compete globally to bring job creation and capital investment to the region. We are the JobsOhio Network Partner for southwest Ohio.

SUMMARY: The Coordinator, Business Development, is responsible for helping to implement REDI's strategy in targeted business attraction and expansion, enhancing our relationships with project multipliers, and supporting REDI's business development team initiatives. Responsibilities include providing events coordination for both internal and external business development events such as in-market client visits, providing event/meeting logistics as needed, such on-site event management, name badges, flight, hotel, transportation and restaurant reservations. This role will assist the team's lead pipeline management via our CRM and complete some business retention and expansion visits. Assisting with monthly reporting and data collection will be a key part of this role. Proficiency in Salesforce, Excel, PowerPoint, and Outlook is essential for effectively managing company data, preparing presentations, and coordinating communications.

DUTIES AND RESPONSIBILITIES:

(Listed in order of importance are the core duties and responsibilities of the job.)

DESCRIPTION OF DUTIES	
1	Ensure the customer relationship management system is robust, accurate and complete for the active opportunity pipeline. Strong technical skills will be needed to ensure that reporting and data collection are accurate.
2	Host and organize the Business Development weekly meeting
3	Support the Business Development team by being responsive to on demand requests supporting active opportunities.
4	Support market visits which may include inbound client needs such as flight, hotel, transportation and restaurant reservations, meeting support, etc.
5	Build and maintain positive, productive relationships with stakeholders, including investors, higher education, community leaders, local economic developers, existing companies in Greater Cincinnati and elected officials to sustain the business development strategy and reach out goals in job creation and capital investment.
6	Assist team's outbound travel needs such as flight, hotel, transportation and restaurant reservations, meeting support, etc.

QUALIFICATIONS:

What is the preferred level of education required for this position?

- | | |
|--|---|
| <input type="checkbox"/> High School Diploma/GED | <input checked="" type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> Technical/vocational school | <input type="checkbox"/> Ph.D. |
| <input type="checkbox"/> Bus./Tech. School | |
| <input type="checkbox"/> Other: Please Specify: | |

What type of college study (major), technical training, or equivalent experience would be preferred?

Economic development, business development or related field.

What is the minimum amount of total related work experience preferred?

☒ 1 Yr. ☐ 2 Yrs. ☐ 3 Yrs. ☐ 4 Yrs. ☐ 5 Yrs. ☐ 6 Yrs. ☐ Other (specify # whole yrs.) 10+ years of experience

Comments: Preference for XX.

Minimum amount of previous related management experience required, if applicable.

☒ 1 Yr. ☐ 2 Yrs. ☐ 3 Yrs. ☐ 4 Yrs. ☐ 5 Yrs. ☐ 6 Yrs. ☐ Other (specify # whole yrs.) 5+ years management experience

Any Certifications or Licenses required? ☐ Yes (explain) ☒ No

Other preferred skills (computer skills, etc), training and/or abilities to qualify for this position:

The qualified individual must:

- Be able to work in a fast-paced, dynamic environment and comfortable working under deadlines while adhering to project timelines;
- Have strong written and verbal communication skills;
- Be a resourceful, creative problem solver;
- Be highly organized and demonstrate attention to detail;
- Have the ability to work both independently and as a member of a driven, goal-oriented team;
- Be proficient in the Microsoft Office suite;
- Have networking skills with the ability to engage with various stakeholders.

Other Duties:

Please note this position profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Environment:

The environment is typical of an office environment. This position requires commuting to the home office, located in downtown Cincinnati, as well as travel to and attendance at REDI Cincinnati events. REDI Cincinnati has a hybrid schedule and requires employees to be in-office at least 3 days per week. REDI Cincinnati is an equal opportunity employer with a commitment to diversity. All qualified individuals are encouraged to apply.

Minimum learning time required for this position:

☐ 1-2 weeks ☐ 1 Month ☒ 3 Months ☐ 6 Months ☐ 1 Year ☐ 2 Yrs. ☐ Other

Does this position have supervisory responsibilities (i.e., responsible for hiring, managing staff, providing input for performance evaluations, etc.)? ☐ YES ☒ NO

How is this position supervised? ☒ closely ☐ moderately ☐ minimally

Please explain: The coordinator will report to the vice president of business development.

How frequently is work performance checked by supervisor?

- ☒ Close/Regular Checks
- ☐ Employee operates from standard practices and procedures
- ☐ Employee largely plans and arranges own work

To what degree does this position determine own work priorities?

- ☒ Predetermined ☐ Half time
- ☐ Quarter of Time ☐ Half to Three Quarters

☐ Quarter to Half Time

☐ More than Three Quarters

Equipment, materials, or tools are used/handled/operated by this position: Laptop, scanner, copier. Additionally, digital tools such as SalesForce/CRM programs.

Indicate physical effort demands of Job (lifting, carrying, standing etc.) and working conditions (indoor, outdoor, normal office conditions etc.) and exposure to hazards. Heavy lifting is not a requirement of this position.

List any other special qualifications required for filling this position (ability to drive, need to have a dependable vehicle etc). Must have the ability to travel locally and out of state as required. Working nights may be required for specific events or projects. Professionalism and exceptional client service is fully expected, as is collaboration and confidentiality. The ability to develop effective high-level communications strategies and implementation plans is required.

Position Justification: Business development is critical to the success and consistency of REDI Cincinnati's annual metrics. This role will be primarily responsible for supporting REDI's global business development strategy including managing a portion of the total pipeline of opportunities. Additionally, their role is to play a pivotal part in achieving organizational goals while also managing legal and reputational risks with the highest level of confidentiality and integrity.

Employee Signature:

Date:

Supervisor Signature:

Date:

Addendum to Position Description Template:

Position Details

<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	If Part Time, Number of Work Hours Per week:
<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Grant
<input type="checkbox"/> Contract:		
If Temporary or Contract, Number of Months:		(13 months to be eligible for full staff benefits for Contract positions)

Reason for this Job Description:

- | | |
|--|--|
| <input type="checkbox"/> Updated Job Description for HR files only | <input type="checkbox"/> Change Position Title in its current classification |
| <input type="checkbox"/> Requesting classification of a new position | <input type="checkbox"/> Reclassification of a current position |
| <input type="checkbox"/> New hire | |