

Director of Business Development. Southern Alleghenies Planning & Development Commission (SAP&DC), a regional economic development agency, based in Altoona, PA, seeks candidates for the position of Director of Business Development. This position is responsible for the overall design, development and implementation of the Commission's Business Development Program and other business service programs including the management and supervision of all employees within the Business Development Division. This position also involves securing and managing a number of grants and serving as a member of the Commission's Management Team.

Base salary \$65,000, negotiable based on experience with excellent fringe package. Reply with a resume and three professional references to: SAP&DC, Attn: Renee Best, 3 Sheraton Drive, Altoona, PA 16601 or via email at [rbest@sapdc.org](mailto:rbest@sapdc.org). Replies kept in strictest confidence.



S O U T H E R N  
A L L E G H E N I E S  
P L A N N I N G &  
D E V E L O P M E N T  
C O M M I S S I O N

**TITLE:** Director, Business Development Services  
**DEPARTMENT:** Business Development Division  
**FLSA STATUS:** Full Time Exempt  
**GRADE:** E-2

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**JOB RELATED BEHAVIORAL COMPETENCIES:**

A “Competency Library” (document) serves as a source of definitions and as a guide for competencies necessary for successful job functioning in the position of Director-Business Development Services. Cooperatively with the Executive Director, pertinent competencies-specific behavioral indicators are selected for the position of Director-Business Development Services. These will serve, in part, as the basis for performance evaluation.

**OVERALL, PURPOSE OF THE JOB:**

This position is responsible for the overall design, development and implementation of Commission’s Business Development Program and other business service programs including the management and supervision of all employees within the Business Development Division. This position also involves securing and managing a number of grants and serving as a member of the Commission’s Management Team.

**ESSENTIAL FUNCTIONS OF THE JOB: (other duties may be assigned)**

**1) Program Oversight**

PERFORMANCE MEASURES

- Oversees and coordinates the Partnership for Regional Performance Program
- Oversees and coordinates the Engage Program
- Oversees and coordinates the International Trade Program
- Oversees and coordinates the Government Procurement Program
- Oversees and coordinates the Marketing Assistance Program
- Oversees and coordinates Startup Alleghenies Entrepreneurial Ecosystem
- Oversees and coordinates the Alleghenies Marketplace
- Oversees and coordinates The Alleghenies Angel Fund
- Oversees and coordinates special projects.

**2) Supervises Business Development Division Staff**

PERFORMANCE MEASURES

- Supervises and manages all employees within the Business Development Division.
- Ensures the accuracy of the materials developed by Business Development Division employees.
- Conducts annual performance evaluations for employees within the Business Development Division.
- Coordinates the on-going professional development activities for Business Development Division employees to ensure that all skills are current.
- Manages the work assignments and leave requests for Business Development Division employees.
- Works with the Program Managers and Specialists in the Division to develop annual work plans including specific tasks and expected outcomes and related budgets.

**3) Manages Grants**

PERFORMANCE MEASURES

- Develops grant applications for funding including work programs, budgets, deliverables, partnerships, and all other materials necessary for a complete application.
- Ensures that all grant requirements as defined in the contracts and applications are met and are conducted in a manner that will result in a positive audit.
- Prepares and submits all required grant related reports accurately and on-time.
- Develops and manages subcontracted relationships when appropriate.
- Manages all budgets in accordance with the prescribed regulations for each funding source.

**4) Develops and Disseminates Information**

PERFORMANCE MEASURES

- Develops information and presentations about the Commission and specific programs.
- Distributes information to board members, committee members, elected officials, public agency personnel, the media, and the general public.

**5) Represents the Commission**

PERFORMANCE MEASURES

- Serves as the liaison with funding agencies such as the Department of Community & Economic Development, The Appalachia Regional Commission, Economic Development Administration, Department of Defense, Small Business Administration, and others.
- Serves as lead staff for economic development committees ensuring that meetings are conducted in a productive manner, agendas and meeting materials are developed and distributed and minutes are developed, and follow-up actions are implemented.

## **6) Attendance**

### **PERFORMANCE MEASURES**

- Consistently report to work as scheduled or use appropriate call-in and e-mail procedures for obtaining time off.
- Consistently report to work, meetings, and other business appointments on time and prepared.
- Achieve a healthy balance between personal and work life.

### **OTHER DUTIES OF THE JOB:**

- Represents the Commission at state, local, and national events.
- Coordinates the Commission's participation in outreach events.
- Participates in professional associations in a required and appropriate manner.
- Develops and fosters networking relationships with both private and public sectors providers to seek assistance for business clients.
- Provides supervision in the absence of the Executive Director at the request of the Executive Director.
- Follows all procurement & purchase policies.
- Serves as a member of the Commission's management team.

### **SUPERVISION RECEIVED:**

Supervision is typically received from the Executive Director.

### **SUPERVISION ADMINISTERED:**

Supervises and manages all employees within the Business Development Division.

### **MENTAL DEMANDS TYPICAL OF THIS POSITION:**

Ability to manage entire department including employee supervision, multiple projects/tasks, utilize creativity, ability to adapt to constantly changing work environment, maintain a high level of record keeping. Routine paperwork, provide close attention to detail, ability to work under high pressure for results, meet frequent deadlines, and work closely with others.

### **PHYSICAL DEMANDS TYPICAL OF THIS POSITION:**

#### **Constantly Incurred (More than 75% of the time)**

Ability to sit, repetitive finger movement.

#### **Frequently Incurred (Between 25%-75% of time on job)**

Ability to stand, ability to walk.

#### **Occasionally Occurred (Less than 25% of time on job)**

Ability to lift (light, maximum 20 lbs.)

## **WORKING CONDITIONS TYPICAL OF THIS POSITION:**

### **Frequently Incurred (Between 25%-75% of time on job)**

Ability to participate in same day in-district or out-of-district travel using a personal or rented vehicle.

Ability to participate in out-of-town travel for meetings and conferences using a personal or rented vehicle.

### **Occasionally Occurred (Less than 25% of time on job)**

Ability to work overtime as necessary.

## **PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:**

This position typically involves general office working conditions and occasionally involves visiting business client sites that may require the use of personal protective equipment, such as protective eyewear.

## **QUALIFICATIONS:**

### **Education**

Bachelor's degree in business development/management, marketing, or a related discipline or in lieu of degree a minimum of ten years equivalent experience.

### **Experience & Training**

At least five years' experience in contract management and administration of federal & state contracts and at least three years of supervisory experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:**

### **Problem Solving Skills**

Troubleshoots or takes initiative to solve problems.

### **Communications Skills**

Clearly and consistently verbally communicates priorities.

Clearly and consistently communicates in a written format, utilizing appropriate grammar, punctuation, and accuracy in written grant applications, correspondence, manuals, reports, and publications.

### **Math Skills**

Performs accurate basic mathematical functions such as addition, subtraction, multiplication, and division.

**Computer Knowledge**

Word Processing Software

Spreadsheet Software

Internet/ E-Mail

Database Software

Computer Presentation Software

Client Resource Management Systems

**Other Characteristics**

Ability to manage and supervise employees within department.

Ability to draw upon education and training to make decisions and evaluate outcomes.

Documentation and observation skills.

Strong organizational skills.

Strong time management skills.

Strong communication skills written and oral.

Ability to follow established confidentiality policy.

Ability to follow established safety standards.

Ability to use various pieces of office equipment such as copier, fax, shredder, printer, etc.

Ability to effectively use computer technology.

Ability to respond to the needs of a varied customer base in a timely and efficient method.

This job description does not list all of the job duties. Occasionally, supervisors or managers may ask you to perform other instructions & duties. Your evaluation is based in part upon your performance of the tasks listed in this job description and these other duties.