

Business Development Manager

The Fairfax County Economic Development Authority (FCEDA) in Tysons, Virginia is hiring a Business Development Manager to be part of our dynamic and collaborative team. This is an opportunity for a Business Development Manager to retain Fairfax County businesses and attract National companies to the County. We are seeking a professional who is experienced working with companies in a business development and/or economic development role. This position will focus on assisting companies with their funding needs and supporting life science and quantum companies, as well as other sectors.

ESSENTIAL DUTIES:

I. Prospect Generation and Management

- Develop a marketing plan for the Director, National Business Development which will outline a strategy to develop prospects and secure announcements on their growth in employee headcount and real estate footprint.
- Participate in Fairfax County and regional professional and business organizations and associations, work with companies, consultants, brokers, and others to identify prospects and secure announcements pursuant to the fiscal year's balanced scorecard metrics.
- Provide ongoing support to the startup community to identify resources for company launch, venture/angel and other investments to create a healthy startup ecosystem in Fairfax County.
- Provide assistance to prospects and intermediaries including presentations, tours, and liaison with Fairfax County and Commonwealth of Virginia officials as appropriate.
- Identify special events and speaking opportunities for both companies and FCEDA staff which will increase Fairfax County's visibility.
- Meet with at least two companies per week in Fairfax County to understand their current situation while reviewing FCEDA services with them. Match FCEDA offerings to their needs.
 - Support the retention of these business and assist with business expansion.
 - Disseminate information, perform follow-up, and assist these businesses.
- Plan, schedule and execute prospect-related travel or attend appropriate tradeshow/technology conferences approximately twice a year to generate prospects and announcements.
- Generate quarterly a Capital Attraction Report to provide data on Fairfax County companies receiving equity capital.

QUALIFICATIONS:

Bachelor's degree preferred. Any combination of education and experience equivalent to a bachelor's degree and three to five years of work experience in a relevant field is required. Experience in business development is required. Working with companies in the Bio/Life Sciences, Venture Funding and/or Quantum is a plus. Strong interpersonal communications skills and exceptional customer service are a must, and some travel may be required.

SPECIAL REQUIREMENTS:

The appointee to the position must satisfactorily complete criminal background and credit checks.

PHYSICAL REQUIREMENTS:

Job is generally sedentary in nature, however, employee is required to walk, stand, sit bend, kneel, reach, climb stairs and carry up to 25 pounds in weight. Use hands to grasp handle or feel. Visual acuity is required to read data on a computer monitor. Physical requirements can be performed with or without accommodations.

SALARY:

\$75,000 to \$80,000

This is a **full time position with benefits**. This position is attached to Fairfax County Government for payroll and benefits and like all FCEDA positions, is exempt from county civil service rules and regulations.

Submit resume and cover letter by 4:00 p.m. ET Friday, May 26, 2023 via email to swhite@fceda.org. Please include the job title and source of the advertisement within the subject line. No phone calls, please.