

International Business Development Manager – India and Canada

The International Business Development Manager (India and Canada) is responsible to promote and represent the County and the Authority to the international business community and to other contacts. To manage and generate prospect requests and to promote international business development opportunities for Fairfax County. To initiate and plan the FCEDA's outreach to businesses in India and Canada.

DIRECTION:

General direction is provided by the Director of International Business Development Division. The employee must exercise discretion on a day-to-day basis. The employee will also perform other duties as assigned, so long as such duties are within the bounds of accepted standards of safety and propriety.

ESSENTIAL DUTIES:

I. Prospect Generation and Management

- Develop an overall marketing plan for the Director of International Business Development which will outline a strategy for developing prospects and announcements for the Indian and Canadian markets.
- Responsible for generating announcements and creating net new jobs in Fairfax County.
- Coordinate the day-to-day operation of the FCEDA office in Bangalore, India.
- Report on a regular basis to the Director of International Business Development on the status of this office.
- Generate and provide service to prospects from India, Canada, and possible other markets throughout the site selection process with business development presentations, property tours, and required follow-up.
- Identify special events and speaking opportunities in the Indian market, which will increase Fairfax County's visibility.
- Execute the FCEDA's involvement and provide support to the Vice President of Communications for international (social) media outreach.
- Provide support to fellow team members in the International Division when prospect levels and business activity require additional assistance.
- Participate in economic development organizations and international business-related associations to keep open lines of communication that may promote prospect generation.
- Responsible for initiating two visits per week to local existing businesses and implementing a business retention and expansion program.
- Disseminate information, perform follow-up, and provide continued assistance to these businesses.

II. Market Travel

- Initiate, plan and execute business development trips to India to generate prospects and announcements. Conduct a minimum of two international trips per year.

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 working with firms and specifically those that are in the hi-tech area. Strong interpersonal communications skills are a must. Some international travel may be required (see above under Market Travel). Management experience preferred. **Proficiency in Hindi language is 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:

\$70,000 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.

Must be authorized to work in the United States. No relocation assistance is provided.

Submit resume and cover letter by 4:00 p.m. ET Friday, August 11, 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.