



*****HIRING NOTICE*****

Director of Business Development

Overview:

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is charged with executing the Mayor's economic development strategy, which encourages growth and investments across the District. DMPED is responsible for managing catalytic real estate projects, promoting business expansion within the city, and creating jobs. More information is available on DMPED's website at dmped.dc.gov.

Position Description:

The Director of Business Development works under the general supervision of the Deputy Mayor for Planning and Economic Development, who outlines assignments and relies on the Director to exercise considerable independent judgment in planning, organizing and executing assignments, including determining the approach, methods and procedures that will most effectively and expeditiously accomplish the work. Meets regularly with the Mayor, Chief of Staff, the City Administrator and other members of the Mayor's cabinet to discuss priority policy issues and initiatives for the city.

Key Responsibilities:

- Supervises and provides guidance to staff in the business development business unit of DMPED to attract and retain businesses and expand entrepreneurship.
- Oversees creation and implementation of economic development strategy for the city, identifying initiatives that will achieve the city's overall economic development goals.
- Serves as a liaison between employers and District agencies when regulatory or bureaucratic issues arise that negatively impact the city's private sector.
- Works with real estate brokers, accountants, lawyers, and other professionals serving District based businesses to ensure they are able to provide current information about incentives and real estate opportunities to their clients.
- Communicates information about incentives, business, regulatory and tax policy, and related issues directly to the private sector.
- Markets business incentives to prospects, including retailers, service companies, and manufacturers.
- Serves as a point of contact and reference for entities within the District that prioritize business development, such as Business Improvement Districts, industry associations, Destination DC, and Events DC.
- Develops and proposes new business incentives that will retain or attract new employers.
- Maintains and monitors a knowledge management system that tracks all business prospects in the District.

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- Oversees international business development efforts, connecting local businesses and universities with export opportunities and attracting foreign direct investment to critical real estate projects.
- Builds relationships with Council staff, media, agency directors, and other major DMPED stakeholders.
- Creates and manages annual budgets for business development activities, allocating resources based on return to the District through new tax revenue and District employment.

Experience/Qualifications:

- Bachelor's degree in public policy, business, urban planning, economics or a related field. An advanced degree is desired.
- Understanding of business concepts, finance, and real estate.
- Mastery of policy planning and program evaluation concepts, techniques and their application.
- Comprehensive knowledge and understanding of the nature of the District government policies and programs and the interrelationships among such policies and programs sufficient to develop factual information on a wide variety of subjects.
- Extensive knowledge of public policy, social science or related literature that pertains to issues facing the District of Columbia and its government.
- Knowledge and communication skills sufficient to represent DMPED in specific matters.
- Demonstrates analytical ability to assess and evaluate proposed or existing legislation, policies, programs and issues for decision-making and to identify potential and existing problem areas that are consistent with current policy development theories and practices.

Salary: This position is a grade 9 on the District government's excepted service salary scale. The salary ranges from \$95,481 to \$143,222. Actual salary is commensurate with experience and the applicant's past salary history.

Application Process: This position is posted on DMPED's website. Interested applicants are encouraged to send resume (including cover letter) to Sheila Cuthrell, Operations Manager, at Sheila.Cuthrell@dc.gov.