

## **JOB ANNOUNCEMENT**

The Oklahoma Department of Commerce is seeking a Division Director of Business Development for the State of Oklahoma. This is a full-time unclassified position in state government. Commerce offers a comprehensive [Benefits Packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [click here](#). The annual salary for this position is up to \$100,000, based on education and experience.

Qualified applicants must submit a resume, cover letter and a list of reference sources to Human Resources. Send via email to [recruiter@OKcommerce.gov](mailto:recruiter@OKcommerce.gov)

***Review of applications & interviews will begin immediately. The deadline to apply is Friday, March 27, 2020***

**POSITION:** Division Director of Business Development  
**DIVISION:** Business Development  
**SUPERVISOR:** Brent Kisling, Executive Director  
**OFFICE LOCATION:** Oklahoma City  
**SALARY:** \$90,000 - \$100,000  
**JOB NUMBER:** J-706

### **JOB DESCRIPTION:**

This position serves as a senior member of the Leadership Team of Commerce and reports to the Executive Director. The successful candidate will provide leadership and direction to the four teams within Business Development: Aerospace and Defense, Global, Business Growth and National Recruiting. This includes providing of each of the team directors with overall direction in the areas of customer and business relations, sales proposals, lead development, business events, as well as staff and budget management.

Meet with the Governor on a regular basis to discuss projects and ways to better cultivate an environment where businesses can be successful. This includes overseeing a weekly accomplishment report from the Business Division highlighting the activities and results submitted from each staff member.

Coordinate with the Cabinet Secretary and Executive Director on the key performance measurements for each of the teams with the specific targets and means to achieve the goals.

### **JOB FUNCTIONS:**

- Proactively and creatively look for new markets, events, or opportunities to develop deals and leads.
- Approve and participate in various business marketing events, ensuring the extraction of potential leads from events and develop the follow up process to capitalize on efforts.
- Identification of potential companies, clients and partners for business growth.
- Work with the Marketing Division to develop a systematic marketing message to send to partners and customers.
- Cultivate staff with learning the business tools, sales features, as well as the details of the state's assets and benefits of working with other partnerships.

- Engage each staff member to foster new ideas and to think outside the box creating an innovative environment.
- Establish and nurture a spirit of divisional cross training support to assist customers with their needs.
- Foster a team spirit within the division to meet the current year's performance measurement goals.
- Manage the division's budget with prudent effectiveness to maximize resources for better results.
- Other duties as assigned.

**SKILLS:**

- Ability to work and collaborate with various partners throughout the state
- Proven experience in managing multiple areas of business operations
- Effective leadership skills
- Understanding of economic development and its crucial role in the state's economy
- Ability to make presentations to Chief Executive Officers, the Governor and local business leaders
- Strong people, communication and networking skills
- Must be driven, customer focused, innovative and be an effective collaborator
- Must be computer savvy including Microsoft applications and various online resources for obtaining intel

**EDUCATION AND EXPERIENCE:**

Bachelor's degree with an emphasis in business, economics, marketing, or a related field; a minimum of eight years' experience in economic development, business, marketing, sales; or equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:**

Applicants must possess the ability and willingness to perform job-related travel (up to 50% of time, both domestically and internationally) to meet with companies, consultants and partners, often requiring extended and irregular hours. Successful candidate must be willing to work the hours needed to get the job done.

**EOE/AA**