

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a full-time Director of Programs. The position is a full-time unclassified position in state government. Oklahoma Department of 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 \$85,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via email to recruiter@OKcommerce.gov.

Review of applications will begin immediately. **The deadline is Friday, September 18, 2020.**

POSITION:	Director of Programs
DIVISION:	Business Development Division
JOB LOCATION:	Oklahoma City
SALARY:	\$75,000 - \$85,000
JOB NUMBER:	J-713

JOB DESCRIPTION AND ESSENTIAL FUNCTIONS:

The Director of Programs will work collaboratively on an outside sales program to increase new domestic and international investment in the state of Oklahoma. Sales and Marketing the state to site location consultants, companies, and other decision-makers outside the state. Participates in the process of identifying and coordinating site locations with the economic development community within the state. May be assigned specific industry or geographic territory, and program implementation. In addition, this position will supervise other Business Recruiters within the Division.

RESPONSIBILITIES:

- Proactively recruit new businesses to the state of Oklahoma by developing sales expertise; developing target lists of site consultants and companies; contacting the most likely candidates for location or expansion.
- Work with the Division Director and Executive Director to plan and organize a state approach to recruitment. From there, the successful candidate must be able to communicate and lead the team to accomplish the goals through effective communication, development, and collaboration.
- General knowledge will include Quality Jobs profiles, incentive analyses, proposal coordination and preparation, company research, site selection research, state, and local information.
- Plan, coordinate, and perform hosting duties for prospects to the state.
- Plan and coordinate initiatives and strategy, with the Director for the Business Development Division.



- Accurately update and maintain division databases with client information to facilitate reporting project status to division members. Prepare and submit comprehensive status and activity reports.
- Must be able to network with potential clients in industry and among site location consultants developed at trade shows, special events, and other social networking opportunities.
- Must foster and coordinate critical alliances of Oklahoma resources to assist with recruitment initiatives.
- Must have economic development experience to facilitate recruitment efforts.
- Will supervise and lead other Business Recruiters.
- Travel up to 50% of the time.
- Other duties as assigned.

KNOWLEDGE AND SKILLS:

Candidates should possess a comprehensive knowledge of effective management, sales techniques, best business practices, community and regional economic development programs and practices, and state and Federal government agencies involved in economic development or recruitment.

Strong analytical/problem solving and excellent oral/written communication skills are essential. Must have exceptional social skills. Ability to perform effectively in diverse environments in a professional manner. Must be effective in establishing and maintaining cooperative working relationships with all division members, state and community officials, and the economic development community.

Skills and experience in leadership, business etiquette, organizing information, writing reports, and presenting material are also required. Must have the ability to work independently, with minimum supervision, displaying personal initiative, and direction. General knowledge and skill of Microsoft applications and databases are required.

EDUCATION AND EXPERIENCE:

Must have a bachelor’s degree with an emphasis in business, marketing, or a related field and a minimum of six years of experience in economic development, business, marketing, sales, or real estate. Or an equivalent combination of education and experience.

Previous Economic Development experience is not necessary but preferred with successful experience recruiting companies into states and localities. CECD or attendance at the Economic Development Institute (EDI) is desirable.

SPECIAL REQUIREMENTS:

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

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