

Business Development Coordinator

Cornerstone Alliance

Summary:

The Business Development Coordinator is responsible for supporting the work of the Business Development Team and implementing business development strategies to increase economic viability of Berrien County by helping attract new businesses, facilitate enterprise development, and assist existing business with expansion and troubleshooting. Represent Cornerstone Alliance to businesses located in Berrien County, Michigan or who are interested in growing or locating in Berrien County. The Business Development Coordinator must be detail-oriented and will play a key role in Project Management of the many Cornerstone Alliance economic development activities. This position reports directly to the Vice President of Business Development.

Primary Position Responsibilities:

- Support Business Retention, Expansion, and Business Attraction activities.
- Understand the resources, services, and support to attract, retain, and grow businesses within the region.
- Act as a second point of contact for clients, industries, realtors, site selectors and local leaders during the absence of a member of the business development team.
- Assist the Business Development team by working with existing companies through direct or indirect customer contact, to encourage business expansion and growth.
- Maintain and assemble detailed information for responses to Request for Proposals/Information and insures that replies meet deadlines.
- Provide site selection information and other resources for prospective businesses interested in moving to or growing in Berrien County.
- Aid in the production of Business Development communications that include newsletters and site sheets.
- In some cases, meet with local companies, local and state partners, to address issues of business concern and describe the services of the Cornerstone Alliance.
- Facilitate access to various State and local resources for businesses, such as tax abatement and site enhancements.
- Advise the Business Development team on emerging local, state and national economic development tools.
- Maintain the Customer Relationship Management (CRM) system to track key information on clients. Ensure that information is accurate and input in a timely manner.
- Represent Cornerstone Alliance at community functions, boards and at seminars and various forums.
- Prepare team reports for the Vice President.

Qualifications:

- Associates Degree required. There is an expectation that a Bachelors Degree is achieved in conjunction with the Tuition Assistance program provided by Cornerstone Alliance.
- Self-motivated, actively seeking to participate in new projects.
- Preferred 1 year or experience in economic development, business development, marketing and sales or other relevant areas.
- Interpersonal skills allowing for tactful relationships with staff and prospects.
- Excellent interpersonal and communication skills, written and verbal, as well as experience in public speaking.
- Proficiency in PC systems using word processing, database and spreadsheet applications.
- Excellent recommendations from previous employer.

Salary: \$48,000

Working Conditions:

Ability to work autonomously in stressful environment. Frequent telephone and computer use. Use of manual dexterity required for writing and computer use. Sitting for extended periods of time. Must be able to lift up to 25 pounds. Required to stand for long periods of time. Independently mobile with the possibility of climbing stairs. Work travel, both by auto and by airplane, is required. Specific vision abilities required by the job include close vision, distance vision, and ability to adjust focus. Reasonable accommodations will be made to enable individuals with disabilities to perform essential tasks.

Interested candidates should email their cover letter and resume to: RCleveland@cstonealliance.org. Please include "Application for BD Coordinator" in the subject line. **Deadline for Response:** March 8, 2019.