



Current Opening
Business Development Manager
Job Closes: 06/18/19 @ 5:00pm

Must submit a completed job application to be considered for this position.
www.portcw.com / jen@portcw.com

Title: Business Development Manager

Reports To: Director of Operations

Classification: Exempt

Yearly Salary: Range \$80,000 - \$100,000

Benefits: Medical/Dental Insurance, Life Insurance, LTD Insurance, WA State PERS retirement and Vacation/Sick leave.

Medical/Dental Employee & Family premiums paid by Employer.

1 Year Probationary Period

JOB DESCRIPTION

The Port of Camas-Washougal believes that each employee makes a significant contribution to the port's success and that contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer services wherever and whenever necessary to ensure the success of the port's endeavors.

General Position Summary:

Responsible for the execution and management of the Port's business development activities. Focusing on management of existing tenants and their leases, negotiating renewal leases, recruiting new tenants, acquisition and disposition of property and right of ways, and business development.

Essential Functions/Major Responsibilities:

- Management of existing leases and assistance in negotiating new leases.
- Nurture relationship with current tenants and maintain database.
- Serve as the first line customer contact for new tenants and relocation of existing tenants.
- Attract new business clients.
- Supervise tenant improvement process.
- Administer business recruitment program for industrial park, waterfront, airport and marina operations.
- Direct the acquisition and disposition of property and right of ways.
- Management of port and port-engine websites for marketing land and building spaces; provide quarterly analytic report to directors and commission.
- Analyze and produce market trend analysis and prepare business development strategies.
- Prepare and deliver business presentations and proposals to commission.
- Develop marketing material to solicit business.
- Participates in the development of strategic plans.
- Nurture relationships with the downtown associations and vocational education programs at high schools.
- Attend CREDC and Chamber meetings.
- Other duties as required to support port projects.
- Coordinate semi-annual Port's IP Forum.

Job Scope & Accountability:

Work is diverse and moderately complex in nature. Decisions are made according to organization policy. The incumbent works independently, operating from established procedures with minimal supervision; some work is reviewed by the supervisor. The incumbent has some budgetary and capital asset responsibilities, including long-range recommendations. Errors in work can have an impact on the reputation and financial health of the port.

Supervisory Responsibility:

Position is not supervisory in nature.

Interpersonal Contacts & Skills:

Half of this role's communication is via email with the rest via face-to face or telephone. Communication is made with both individuals within (about 60%) and outside the organization and may contain sensitive or confidential information or matters of a complex nature.

Specific Job Skills:

- Ability to communicate effectively in English verbally and in writing.
- Workable knowledge of and ability to use Microsoft Office Suite.
- Ability to use computer and software appropriate for the job and job responsibilities.
- Ability to time projects and understand related orders of operation.
- Attention to detail.

- Critical thinking/problem analysis and solving.
- Ability to make independent decisions and use discretion.
- Ability to successfully negotiate and use persuasion.
- Strong written and verbal communication skills, including ability to work with business clients, public representatives and community at large.
- Ability to conduct and supervise independent research and present findings in verbal and written reports.
- Strong organizational skills and ability to handle multiple projects simultaneously.
- Comfortable working in a collaborative, open office environment.
- Knowledge of industrial park leases/tenants.

Education and/or Experience:

Bachelor's degree or equivalent in business management and three years of business development experience. Two to four years demonstrated body of work with industrial and commercial real estate. Sufficient experience can be substituted for formal education.

Job Conditions:

Work generally takes place in a climate-controlled office environment during normal office hours with occasional evening meetings. Work requires extensive computer work. Physical requirements may include pushing and pulling desk drawers and file cabinets. This position rarely required to hold and lift anything over 5 pounds.