

VIRGINIA DEPARTMENT OF SMALL BUSINESS AND SUPPLIER DIVERSITY

Position Vacancy: #00002

Role: Public Relations & Marketing Manager IV, PAY BAND 7

Working Title: Director of Business Development and Outreach Services

Salary: Commensurate with experience

Position located in Richmond

THE VIRGINIA DEPARTMENT OF SMALL BUSINESS & SUPPLIER DIVERSITY

When you join the Virginia Department of Small Business & Supplier Diversity (SBSD), the small business resource in Virginia, you'll play a key role, collaborating with a dynamic and diverse team of mission-driven professionals to strengthen and grow our economy and our communities. Bring your passion and expertise, and we'll provide opportunities that will challenge you and propel your growth—along with a wide range of benefits and perks. In addition to competitive compensation, we offer a comprehensive benefits package that includes generous paid time off, top-notch health care benefits, flexible spending accounts, life and long-term care insurance, employee discounts program, wellness programs, professional development opportunities, retirement and savings options, and more. All brought together in a work environment where you can thrive.

SBSD is seeking a Director of Business Development and Outreach Services. This role is responsible for the oversight of the Agency's business development and outreach activities. The position develops and monitors programs, events, and other activities that provide education, assistance, and resources to the small business community.

THIS POSITION IS NOT ELIGIBLE FOR TELEWORK.

Job Duties:

Based in Richmond, the Department of Small Business & Supplier Diversity is seeking a Director, Business Development & Outreach Services who will lead engagement strategy, foster relationships with the business community, state agencies, and local governments to advance the Department's mission. Key responsibilities include developing outreach plans, coordinating events, collaborating with the Agency's Public Relations and Marketing Manager, analyzing the effectiveness and efficiency of divisional activities such as identifying revenue generating and procurement opportunities for small businesses, developing strategic partnerships, expanding the divisional presence of small business development and outreach services, and building relationships with internal and external stakeholders.

Minimum Qualifications:

Considerable knowledge of private sector business practices, public-private partnerships, supply chain management formation, and the economic development process. Knowledge of current economic business trends, public and private sector procurement patterns and targeted industries specific to the Governor's strategic

economic development and growth priorities. Experience and knowledge of management information systems and applied economic research theory and techniques. Demonstrable knowledge of effectively working with senior executives in both the public and private sectors. Exhibit demonstrated ability to lead, coach, mentor and manage a team. Effectively prepare and execute public speaking engagements utilizing presentation software to create slideshows with text, images, and media to visually communicate information. The ability to develop and present actionable business plans and apply business theory. A proven track record to build partnerships and working relationships with both public and private sector business organizations.

Preferred Qualifications:

Senior level management experience and track record with a diverse business sector portfolio. Extensive management experience in private sector, state or local government affairs and/or economic development profession. Experience in innovative strategic planning and needs assessment. Extensive experience in business, public administration, and/or economic development.

Application Requirements: To be considered for this position you must complete a state application through the on-line employment system at <https://www.jobs.virginia.gov/jobs/director-of-business-development-and-outreach-services-00002-richmond-virginia-united-states-728a6c85-a150-4fc4-b107-64969129546d>

Applicants are encouraged to attach resumes but it may not substitute for a state application.

EOE M/F/V AND INDIVIDUALS WITH A DISABILITY ARE ENCOURAGED TO APPLY