



**Position Title:** Executive Vice President Business Development

### **Statement of Duties**

The Executive Vice President of Business Development plays a key role in realizing big picture goals for drawing business to the area and getting Rhode Islanders back to work. This position plays a strategic role in conducting outreach to businesses regarding relocation to Rhode Island and expansion in our State. The individual will participate in processes ranging from the identification of prospects to the negotiation of transactions in collaboration with senior colleagues at the Commerce Corporation.

### **Position Functions**

*The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

### **Essential Functions**

#### **Business Development Strategy**

- Develop and execute a targeted, systemic, and sustained business development strategy.
- Establish a set of aggressive yet realistic targets and metrics for sourcing, securing, and managing new business opportunities and conducting outreach.
- Adjust business development strategy based on metric assessments, market feedback, unforeseen opportunities, etc. to ensure maximum appeal and exposure.

#### **Business Attraction and Development**

- Conduct prospecting calls to recruit potential new businesses.
- Actively seek new ways to advocate and market Rhode Island as a destination for tourism and commerce.
- Lead the development of marketing materials, collateral, and presentations that promote the state's business environment and incentive tools in collaboration with the Marketing Team.

#### **Overseeing Team of Senior Business Development Professionals**

- Oversee the direction, coordination, and evaluation of the team.
- Ensure each team member is meeting his / her respective targets.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws, including training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems