

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

FUNCTIONAL DUTIES: Serves as the Business Development Manager at the Metropolitan Washington Airports Authority (Airports Authority). Seeks out new real estate business development opportunities for multiple greenfield sites at Dulles International Airport (IAD) and develops, coordinates and implements marketing plans designed to identify and capture new business opportunities that will maximize the utilization and revenue from the Airports Authority's land at IAD. Assists the President and Chief Executive Officer (CEO) in positioning the Airports Authority for competitive advantage and success. Identifies the desired end results and develops and implements the strategies and tactics to reach those objectives. Performs related functions.

Establishes and implements an integrated strategic planning process for business development at IAD. Oversees formulation, development, implementation and evaluation of a business development strategy to develop the greenfield sites and other land at IAD.

Prospects new developers and businesses interested in establishing a presence on the greenfield sites and other land at IAD by researching various resources for potential businesses, creating proposals and making presentations to new business owners. Creates, forms, and negotiates strategic partnerships with these new developers as well as project managers and related agencies.

Establishes processes for marketing, competing and awarding business development opportunities on IAD property within the guidelines of Airports Authority's procurement regulations, guiding provisions of the Airports Authority's Airport Use Agreement and Premises Lease and neighboring local jurisdictions' laws and regulations.

Represents the Airports Authority at networking and business events. Initiates and maintains strong and productive client relationship management strategies and tactics to ensure continuous development of other contracts, and referrals. Maintains a strong presence in the community and participates in networking opportunities to grow Airports Authority's business. Meets with community leaders and other potential referral sources such as the Chamber of Commerce.

Prepares or reviews written materials including business justifications. Prepares and presents formal briefings and presentations to Airports Authority's leadership and senior executive staff, regarding progress, strategic planning and findings from market analyses, etc.

Communicates and interacts effectively with internal and external business contacts, including but not limited to other members of the unit/team, other Airports Authority employees (such as senior leadership, managers, supervisors, professionals, and support staff), external auditors, consultants, investment firms to exchange routine and non-routine information about assigned functions, to make formal presentations, to collaborate and coordinate fully, and to perform other functions.

Uses a computer for various office suite applications (email, scheduling, word processing, spreadsheets, graphics, flow charting, etc.), Enterprise Resource Planning (ERP) applications, etc., with emphasis on spreadsheet and presentation applications.

Fosters high standards of ethics and integrity, sense of responsibility and commitment to public service in a functional team.

Drives a vehicle regularly for work related meetings and events.

Performs other duties as assigned.

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet both of the MQs listed below at the time of the vacancy announcement closure.

1. A bachelor's degree in any field providing a strong foundation for successful performance of the DUTIES in this job description, or an equivalent combination of education, experience and training totaling four years.
2. Nine (9) years of progressively responsible experience in strategic business development that includes substantive work in the range of DUTIES in this job description. These nine (9) years of experience must include all of the following:
 - (a) Experience successfully developing land and business in the commonwealth of Virginia.
 - (b) Specialized experience in strategic business management (planning, organizing, directing, monitoring and evaluating the business development process).

PREFERRED QUALIFICATIONS

The qualifications listed below are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

1. A Master's Degree in Business Administration, Accounting, Financial Management, or a related field which provides a strong foundation for successful performance of the DUTIES in this job description.
2. Experience successfully developing land and business in Loudon County, VA.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of business, business management, business planning, and operational process analysis, as well as knowledge of strategic business planning for competitive advantage.
2. Knowledge of economics and economic analysis, to include economic modeling and forecasting, to measure the economic risks and benefits of business development.
3. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems, identifying relevant information and making balanced recommendations and decisions that may significantly influence strategic business plans/operations and financial management of capital projects by the Airports Authority.
4. Commitment to ethics and integrity in the public service to ensure ethical and transparent team operations to set the example for integrity within the areas of functional responsibility and perform related functions.
5. Skill in written communication to understand written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand and, at times, be convinced or persuaded.
6. Skill in oral communication to understand verbal information (including facts, assertions and arguments) and to express such information verbally so that others will understand and, at times, be convinced or persuaded and skill in making formal presentations to groups with diverse backgrounds and perspectives.
7. Interpersonal skills to interact effectively with business contacts in a professional, customer service-oriented manner.
8. Skill in using a computer and modern office productivity software for communicating, planning, scheduling, preparing spreadsheets and analyzing data, word processing, presentations, etc.

RESPONSIBILITY Serves as the Business Development Manager at the Metropolitan Washington Airports Authority with the full range of real estate business development and strategic planning responsibilities at IAD. Work has significant impact on the strategic success of business and land development at IAD.

Reports to the CEO (Supervisor). Most work flows to the incumbent as a result of assigned functions and processes. Other work typically results from changes in the internal and external business environments (such as regulations/standards, funding streams, capital improvement projects and business opportunities), which require proactive or reactive responses to identify issues, solve problems, make recommendations, take action, etc. The Supervisor provides broad objectives and policy guidance for recurring assignments and, in consultation with the incumbent, brief instructions and time frames for special projects. Most work is accomplished independently. The incumbent collaborates with and keeps the Supervisor informed and typically elevates only highly complex or highly sensitive issues for assistance in resolution; initiative is expected. Work is typically reviewed in terms of quantity, quality, timeliness, customer service, teamwork adherence to guidelines, and other factors, including specific performance management requirements. Special projects are usually reviewed at milestones for effectiveness of project management and, once implemented, for overall impact.

Guidelines include the Airports Authority's Airport Use Agreement and Premises Lease and any applicable Federal, Commonwealth or local laws and regulations.

EFFORT The work is primarily sedentary. Incumbent may sit for extended periods while performing desk work. Regularly uses a computer and calculator to review planning and financial information and perform other functions. Exchanges information by telephone and email often. Typically exerts light physical effort in opening and closing file drawers, retrieving files and otherwise moving about to obtain or distribute work materials. Regularly reviews planning and financial reports containing small print. In driving, safely operates vehicle using judgment based on weather, traffic and other factors.

WORKING CONDITIONS Works in an adequately lighted, ventilated and temperature-controlled office setting. Is subject to job pressures from the dynamics of high-visibility work in a 'fluid environment' and peak periods typically linked to budgeting/planning/reporting cycles.

OTHER SIGNIFICANT JOB ASPECTS: None