



*****RECRUITMENT NOTICE: *Business Development Specialist******

Agency Title: Business Development Manager, Hospitality & Tourism
Open To: Public
Open Period: October 27, 2023 – November 10, 2023

Overview:

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) assists the Mayor in the coordination, planning, supervision, and execution of economic development efforts in the District of Columbia with the goal of creating and preserving affordable housing, creating jobs, and increasing tax revenue. DMPED pursues policies and programs that create strong neighborhoods, expand and diversify the local economy, and provide residents with pathways to the middle class. More information is available on the DMPED's website at dmped.dc.gov.

DMPED is seeking a Business Development Specialist (Business Development Manager, Hospitality & Tourism) for its Business Development & Strategy unit. The mission of the Business Development Unit is to attract and retain businesses, create jobs, and forge partnerships between government, business and communities. We implement our mission through a comprehensive approach based on proven business attraction, retention and expansion strategies to foster inclusive economic growth for residents of the District of Columbia.

Position Description:

The Business Development Specialist will serve in the role of Business Development Manager, Hospitality & Tourism, implementing programs that support a thriving hospitality sector in DC and the goals of the District's Comprehensive Economic Development Strategy. The incumbent of this position will design and administer grant programs that support special events, the development of family-friendly attractions downtown, and workforce development for the hospitality industry, as well as manage a State Tourism Grant from the Economic Development Administration. A successful Business Development Manager, Hospitality & Tourism, work directly with special event organizers, hospitality and tourism businesses, government agencies, and other public and private sector partners to implement funding programs, identify industry trends, and create new opportunities to support the hospitality and tourism industry. The incumbent will also serve as DMPED's subject matter expert on the hospitality and tourism sector and identify opportunities for DMPED to support the industry beyond existing programs. The incumbent of this position will report to the Director of Strategic Initiatives.

Specific responsibilities include:

- Serve as primary point of contact and subject matter expert on the hospitality and tourism industries.



- Lead the design and management of hospitality and tourism initiatives on behalf of DMPED. Existing initiatives include the Special Event Relief Fund, DC Family Fun Destinations program, Hospitality Technical Assistance and Workforce Development program, and Large Event Support Program.
- Serve as the primary point of contact for a State Tourism Grant from the Economic Development Administration (EDA).
- Provide valuable assistance to hospitality and tourism businesses by navigating the array of business support programs available to them including technical, financial, networking, and regulatory support.
- Engage with business owners and industry partners to identify key issues and solutions in the hospitality and tourism industries.
- Interface with economic development organizations, business associations, community stakeholders, and government agencies to help attract, expand, and retain hospitality & tourism businesses in the District.
- Provide creative solutions to fix common business issues identified that could help improve DC's hospitality and tourism industries.
- Track grant awards, business information, and business engagements in a web-based CRM platform (Microsoft Dynamics)
- Occasional attendance at meetings and events at night and on weekends.
- Other duties as assigned, which could include responding to general inquiries from companies interested in relocating to or expanding their presence in the District, preparing briefing memos, drafting talking points, and attending events.

Experience/Qualifications:

- Bachelor's degree (required) or Master's degree (preferred) with focus in business, finance, public policy, hospitality and tourism, or related field preferred.
- At least 3-5 years of similar work experience in economic development or in the hospitality/tourism industries.
- Familiarity with economic and community development, including using grant funding to catalyze economic activity.
- Familiarity with the District of Columbia's neighborhoods and business environment is preferred.
- Familiarity with the hospitality and tourism industries, including trends, challenges, and resources.
- Demonstrated successful project management skills and ability to manage multiple high-visibility projects.
- Demonstrated advanced experience with Microsoft Office Suite (Word, Excel, Power Point) is required.
- Experience with CRM Databases and data management preferred (Microsoft Dynamics, Salesforce, Smartsheet).
- Exceptional planning and organizing skills with strong attention to detail.
- Team oriented and very collaborative.
- Effective oral and written communication skills.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office of the Deputy Mayor for Planning and Economic Development



- Entrepreneurial thinking and creative problem-solving skills are highly welcomed.
- Desire to leverage skills to serve the public interest required; interest in local economic and community development preferred.

Salary: This position is a grade 13 on the District government's career service salary scale. The salary ranges from \$93,069 to \$119,916. Actual salary is determined by a variety of factors including: years of experience, applicant qualifications, internal equity comparisons and the agency organizational structure.

Application Process: This position is posted on the DC government's Department of Human Resources website. Interested applicants are encouraged to follow the steps below to apply for the position:

- Click on the following link:
https://careers.dc.gov/psc/erecruit/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U&
- In the Search Jobs section, enter **23926**
- Click on the job requisition entitled **Business Development Specialist**

If you are having technical issues, please contact DCHR at (202) 442-9700.