

Job Title: Director of Business Development and Government Affairs

Supervisor: Superintendent

Employment Terms: 261 Days

Salary Range: \$99,000 - \$119,000

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Develop and maintain business and industry contacts
- Establish business and industry partnerships
- Oversee and Manage all district government and legislative relations
- Represent the District at essential business government and chamber events
- Collaborate with CTED's Superintendents and lobbyists at monthly meetings
- Collaborate with Post-Secondary Colleges and Universities
- Stay abreast on new economic development projects, within West-MEC boundaries
- Chair West-MEC Industry Advisory Commissions

Knowledge, Abilities and Skills:

- Knowledge of education practices, regulations and procedures
- Skill in preparing detailed reports
- Demonstrated working knowledge in Microsoft Office products, i.e. excel
- Skill in verbal and written communication
- Skill in establishing and maintain effective working relations with community, general public, parents and co-workers and others having business with the district

Requirements and Qualifications:

- Post-Secondary Degree and experience in Business Administration or equivalent experience in Business and Industry
- Must possess a current Arizona Driver's License
- Must be able to pass fingerprint and background checks
- Plan, organize, coordinate, and oversee special meetings of public

- Occasional work outside normal working hours

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: TBD

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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