

**Job Title: Director of Business Development**

**Div/Dept: Industry Strategy & Investments**

**Reports to: Vice President, Industry Strategy & Investments**

## **I. PURPOSE OF THE JOB**

The Business Development Team, under the direct supervision of the VP of Industry Strategy & Investments, is responsible for promoting and supporting the growth of the Massachusetts Life Sciences ecosystem by leveraging state programs to attract, retain, and grow life sciences companies in the Commonwealth. The Director of Business Development is tasked with setting and executing business recruitment strategies via targeted outreach, positioning at major trade conferences, public speaking engagements, and more.

## **II. FUNCTIONS AND RESPONSIBILITIES**

- Develop and execute strategies to enhance life sciences job growth in geographically diverse areas of the Commonwealth
- Serve as the lead negotiator on behalf of the Commonwealth in large-scale life sciences-related economic development deals
- Drive participation in, and promotion of, the annual Tax Incentive Program to ensure that awardees advance overall strategic objectives
- Manage the MassTAG program, an incentive program for outside of MA business recruitment
- Develop creative partnerships to ensure broad utilization of MLSC's programs
- Represent MLSC and the Commonwealth at tradeshow, networking events, and conferences
- Present the strengths of the Massachusetts life sciences ecosystem to international cohorts and delegates
- Research industry trends and strengths to drive lead generation and BD strategy
- Liaise with other MA economic development agencies and serve as the MLSC point of contact
- Prepare occasional presentations for the MLSC Board of Directors meetings and the executive management team (EMT)

- Builds and maintains external relationships with key stakeholders of the life science industry including real estate developers, consultants, local leaders of municipalities and economic development organizations, industry leaders, management teams of key growth companies, company-creation investment funds, state partners, etc.
- Leverages these relationships to stay current on development projects, sites, and local municipality goals and incentives throughout the Commonwealth
- Works closely with the executive management team (EMT) including VP of Finance, General Counsel, and VP of Marketing & Communications to ensure projects align with Center goals and requirements
- The BD group is part of the Industry Team and works closely with the Director, Manager, and Sr. Program Associate on programs that support the overall growth and health of the life sciences industry in the Commonwealth

### **III. SUPERVISORY RESPONSIBILITIES**

- Directly supervises the Associate Director of BD on generating BD leads, site visits & selections, hosting international delegations, coordinating introductions with local officials and economic development members, and preparing and planning trade show presences
- Has the discretion to develop a co-op or intern position to support the BD efforts

### **IV. KNOWLEDGE AND SKILLS**

- Bachelor's Degree in Business Administration, Economics, Urban Planning, Community Development, Political Science, Communications, or related field required
- Minimum of 3-5 years professional administrative experience required. Preference for experience negotiating and/or selling.
- Familiarity with the Massachusetts life sciences ecosystem and/or state-level economic development programs and incentives
- Detail-oriented, flexible and comfortable in a fast-paced environment
- High level of interpersonal skills and comfort with public speaking
- Discreet, able to maintain confidentiality and possess good judgment
- Initiative to engage senior leaders/management of startups through publicly-traded multi-national life science companies and understand their needs while pitching MA
- Excellent negotiation skills and style with a focus on building momentum over long-term relationships and knowing how to close
- Excellent verbal and written communications skills and the ability to effectively communicate to many different audiences; life science and non-life science, government officials and CEOs of major companies, etc.
- Ability to execute multiple projects on tight deadlines, simultaneously and as part of a team
- Competency in word processing, spreadsheets, database and presentation software (MS Outlook, MSWord, Excel, PowerPoint, Dynamics CRM)

