



New Jersey Economic Development Authority

Job ID: 2023-1949
Job Title: Director of International Investment
Location: Newark
Grade Level: H19
Salary Range: \$111,793 - \$139,740
Open Date: 05/19/2023
Close Date: 06/30/2023

Job Summary

Reporting directly to the New Jersey Economic Development Authority's (NJEDA) Chief of Staff, the Director of International Investment serves as the Authority's lead on all outreach, strategic planning, and stakeholder management with international governments, consulates, and embassy staff.

Additionally, the Director of International Investment works closely with staff from the New Jersey Department of State and Choose New Jersey in order to advance Governor Murphy's agenda to diversify New Jersey's economy through strategic business attraction and development opportunities with foreign partners.

Internally, this role works closely with staff in both the Chief of Staff's office, as well as the Chief Economic Transformation Officer's office, specifically, the Sector Development team. This role will be forward-facing to the public and will foster strong working relationships with key industry stakeholders, including regular engagement with private sector leaders, senior government stakeholders, and strategic partners.

The Director of International Investment will be responsible for hiring, managing, and overseeing a team of staff members responsible for executing the goals of the office. Finally, the Director of International Investment will work directly with the NJEDA Chief Executive Officer and the Chief of Staff on planning and staffing international travel opportunities for the Governor, as well as serving as a thought partner with the Administration to provide foreign policy guidance and recommendations when called upon.

Essential Duties and Responsibilities

Core Responsibilities

- Serve as a key advisor to the NJEDA CEO on international business attraction and development, specifically on partnerships and initiatives that align with Governor Murphy's strategic plan.
- Works closely with staff from the Chief of Staff's office, and the Chief Economic Transformation Officer's office, specifically, the Sector Development team regarding international business attraction and development.
- Serves as the primary point of contact for international government entities, including but not limited to, foreign embassies, consulates, government agencies, and non-governmental business development organizations.
- Develops and implements a strategy around which strategic opportunities and investments in international investment align with the State and Governor's goals.
- Coordinates with Choose New Jersey, the New Jersey Department of State, and the Governor's Economic Growth team on international business attraction opportunities and partnerships, as well as all Governor related international economic development travel.
- Builds, develops, and manages a high-performing team of one to three employees.

- Builds a consistent diligence process and maximizes the investment deal structure for the state regarding international business attraction, drive job creation and maximize returns.
- Serves as a thought partner on NJEDA-led business attraction campaigns and contracts related to international business attraction, events, and marketing.
- Creates strong partnership with foreign state and federal stakeholders.
- Serve as an expert resource within EDA on the Governor's Economic Agenda, the legislative process, and on foreign policy specifically related to business and economic development.
- Acts as a senior government representative for the State and the Authority at industry meetings, and to the public (e.g., community engagement for NJEDA-led projects), as necessary.
- Understands and communicates the Authority's position on various foreign policy and international economic growth initiatives and conveys this message to the industry.
- Identifies key issues, frame problems, and develop solutions.
- Assists with the implementation of budget and legislative advocacy for EDA programs and funding as it relates to international business development, economic growth, and foreign policy.

Foster partnerships

- Cultivates, maintains, and strengthens relationships with private sector partners, industry associations, and relevant academic and government stakeholders.
- Works collaboratively with Public Affairs/Marketing, Communications, Governor's policy office, counsel and stakeholders to communicate new initiatives and the introduction of new products and to ensure effective messaging to key policy makers and communities.
- Identifies outreach plan and partners to ensure programs and products are marketed properly to ensure success of each product.
- Works collaboratively with the Legal and Strategic Affairs department to assure existing program performance metrics are being adequately assessed and reviewed relative to organizational and state goals.
- Works cross-organizationally to achieve state economic development objectives, while meeting EDA performance goals.
- Represents the EDA externally, particularly on applicable industry boards related to the EDA's and the state's strategic economic goals and plan.
- Champions, supports, and participates in strategic collaborations with partners to develop and implement programmatic initiatives.

Entrepreneurial leadership

- Crafts comprehensive outreach plans and working cross organizationally to achieve alignment, integration, and successful implementation.
- Demonstrated ability to self-motivate and self-lead own work planning and execution with a strong results orientation.
- Exceptional history of strong performance and consistent high-quality delivery on commitments.

Skills and Abilities

Problem solving and communication

- Demonstrated proficiency in creative and analytical problem solving, including the ability to structure issues, define critical analyses or facts required, execute complex analyses with limited errors and oversight, synthesize findings, and propose actionable solutions.
- Strong written (presentation, memos, and emails), oral, interpersonal and presentation skills, and the ability to effectively interface with a broad range of audiences, including senior management, EDA Board of Directors, staff, government officials, business and industry partners, as well as individual customers and prospects.
- Ability to work on small project teams tackling complex and challenging work.

Customer orientation

- Ability to build strong relationships and contacts within the industry.
- Track record of consistently meeting private sector customer service-level expectations.

Management and ownership mindset

- History of sound decision making and ability to understand the impact and implications of decisions.
- Demonstrated interpersonal skills, including ability to influence and engage team leaders and peers.
- Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer- focused work environment among division, EDA staff, and external customers.
- Maintains strong ethical orientation, including exercising sound financial stewardship.
- Commitment to and passion for EDA's mission and inspires a sense of shared purpose.
- Experience in government, consulting, or project management.
- Experience in economic development in the public or private sectors is preferred.
- Detailed understanding of the operations of New Jersey state government.
- Strong organizational, leadership, analytical, and interpersonal skills.
- Ability to manage the timely completion of numerous high-level projects at once.
- Must be able to maintain confidentiality and deal effectively and diplomatically with various stakeholders
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling and editing; and foster communications with business professionals and EDA staff
- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously and work independently within limited time constraints with little or no supervision
- Ability to adapt to changes in work environment and manage competing demands.

Ability to build industry expertise

- Industry knowledge in one or more segments of foreign policy, specifically related to business attraction with a foreign country establishing offices or staff in New Jersey, (or) experience in other related industry *and* outstanding qualifications on other job requirements. Knowledge of/experience with international business attraction is required for this role.
- Ability to engage credibly and thoughtfully in conversations with industry and government leaders.

- Comfort with engaging in technical details of the industry and related developments.
- Ability to quickly master an understanding of EDA's existing programs and services.
- Knowledge and understanding of economic development, sector development approaches, and public policy and governance.
- NJEDA utilizes Microsoft as the core application platform and proficiency in the Microsoft Office Suite is preferred.

EDA Leadership Profile

- **Acquires and Develops Talent** – Acquires and develops talent to meet current and future organizational goals
- **Builds and Manages the Team** – Excellent interpersonal and relationship building skills with the ability to build, coach and lead a team with diverse levels of experience
- **Collaborates/Partners Effectively Across Boundaries/Functions** – Encourages and facilitates cooperation and collaboration within teams and across organizational boundaries to achieve strategies and objectives
- **Drives a Vision** – Inspires a sense of shared purpose; drives a vision
- **Drives for Results** – Demonstrates a commitment to achieving goals; drives for results
- **Encourages New Ideas and Opportunities for Change** – Encourages new ideas and initiatives; creates opportunities for change
- **Motivates and Energizes Others** – Influences, motivates and challenges others; encourages contributions
- **Thinks Strategically** – Makes sound, well-informed and strategic decisions; understands the impact and implications of decisions

Qualifications

Education and Experience Requirements

- Bachelor's Degree, preferably in a relevant field such as policy or business and/or equivalent work experience.
- 7-10 years of public sector experience, specifically in policy development or project management.
- A thorough knowledge and experience of state appropriations, and the budget process.
- A proven track record of working on public sector economic development projects.
- A minimum of five years management experience
- A minimum of five years public sector experience.
- Experience in program development, policy development and basic financial principles

Advanced degree or industry specific certification may be substituted for 1 year of experience

Physical Demands

- Minimal
- Ability to work outside normal business hours, as needed

Travel

- As necessary to events, meetings, businesses, etc.

Certificates and Licenses Required

- **License:** Staff are required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Note

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed. This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Your employment at NJEDA is voluntary and subject to termination by you or NJEDA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the employment-at-will status of NJEDA employees.

This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.

NJEDA reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

Equal Opportunity Employer
NJ SAME Program

Position Requirements

- Foreign degrees/transcripts must be evaluated by a reputable evaluation service at your own expense and must be submitted prior to a start date. If this cannot be provided within 21 days of an offer the offer will be rescinded.
- Must comply with the “New Jersey First Act” which requires employees hired after September 1, 2011 to reside in New Jersey. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire and provide proof of residency to Human Resources.
- Must complete an Outside Activity Questionnaire (disclosure of outside office or employment) on an annual basis.
- Must review the required NJEDA Ethics Guidelines.
 - Those guidelines can be found here:
 - <https://www.nj.gov/ethics/docs/ethics/plainlanguage2021.pdf>
 - https://www.nj.gov/ethics/docs/ethics/2022_uniformcode_april.pdf

HOW TO APPLY:

Interested applications **MUST** submit their resume online through our applicant tracking system.

<https://careers-njeda.icims.com/jobs/1949/director-of-international-investment/job>

For general job inquiries, please email us at NJSAME@NJEDA.GOV

Visit us at www.njeda.gov