



New Jersey Economic Development Authority

Job Description

Posting ID: 2023-1913
Job Title: Senior Business Development Officer :
Open Date: 03/06/2023
Close Date: 04/17/2023
Department: Business Banking
Location: Newark Office
Grade Level: H16
Salary Range: \$76,206 - \$84,573

Job Summary

Markets and promotes EDA lending resources according to the department outreach plan. Promote NJEDA lending products and build relationships with EDA's lending partners such as banks, NJEDA Premier Lenders, Community Development Financial Institutions (CDFIs), and Minority Depository Institutions (MDIs), Economic Development Corporations, and other partners as identified. Works directly with and proactively builds a robust network of micro, small to mid-sized, and large companies, industry professionals, partnering organizations and private entities to have a strong pipeline of applications throughout the year. Proactively ensure outreach and direct support to applicants is maintained to provide customer service of the highest quality.

Essential Duties and Responsibilities

- Proactively educates and markets the EDA's financing specific resources to potential applicants, consultants, municipal agencies, lending partners, centers of influence and partnering organizations.
- Conducts regular meetings with new and existing partner organizations, including banks, lending partners, consultants, municipal agencies and other centers of influences- to strengthen and maintain relationships and to identify a healthy project pipeline that ensures yearly goals are met.
- Assist with organizing meetings for leadership when needed
- Obtain reporting from CDFIs and MDIs when needed
- Proactively gather and provide input to leadership on ideas or market gaps related to products and how they can better serve the market
- Actively manages pipelines through ongoing contact with applicants, manager, and internal partners, as applicable.
- Handles inquiries from the public regarding all resources and makes referrals when appropriate. Ensures that all inquiry or lead information is inputted into CRM in a timely manner.
- Assess client needs by conducting a preliminary review/discussion to determine eligibility. Ensures documentation submitted is comprehensive and complete. Forwards applications to approval division after a thorough review for completion has been done, and monitors progress of applications and maintains customer satisfaction through the approval and closing process.
- Knowledge and ability to function with and within municipal, state, and federal programs and to participate on various interagency teams on behalf of the EDA when needed.
- Ability to initiate new concepts and follow through on current projects

- Identifies creative financing solutions to address financially challenged projects or applicants
- Ascertains industry trends and recommends appropriate new or amended program changes.
- Input client information into CRM and updates system on a continual basis, consistent with Division's business rules.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative, and customer focused work environment among division, EDA staff and external customers.
- Mentor junior members of team and take on the role as team leader
- Performs other duties or special projects, as assigned.
- Must complete annual and semiannual self-assessment as required.

Required Skills and Abilities

- Expert level of knowledge of lending products and underwriting principles from banks and SBA
- Customer focused with the ability to proactively seek applicants
- Passion for NJEDA's mission to assist all business owner statewide
- Can easily adapt to changes in work environment and manage competing demands
- Must have exceptional written, oral, interpersonal and presentation skills
- Must have the ability to effectively interface with a broad range of audiences including government officials, business and industry partners, as well as individual customers or applicants
- Must have experience in administering multiple high-volume products at the same time with attention to detail and with minimal supervision
- Ability to effectively adhere to detailed standard operation procedures and program administration guidelines with minimal supervision
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling, and editing; and foster communications with business professionals and EDA staff
- Exceptional relationship management skills
- Advanced knowledge of sound lending and underwriting principles and industry standards
- Demonstrated ability to maintain a strong pipeline of activity to ensure that a steady stream of applications is received
- Ability to assess complex income, balance sheet, cash flow statements and personal net worth statements, tax returns and be able to calculate debt services
- Must possess strong negotiating, presentation/public speaking and business writing skills
- 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
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff
- 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
- NJEDA utilizes Microsoft as the core application platform and proficiency in the Microsoft Office Suite is preferred.

Required Qualifications

Education and Experience Requirements

- Bachelor's Degree in Accounting, Finance or Business Administration and/or equivalent professional experience
- Minimum of seven years of experience in the economic development segment, including public sector economic development organizations and/or private sector banking
- Experience in working with credit reports, with underwriters, reviewing appraisal and environmental reports desired

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

Physical Demands

- Attendance at meetings outside of normal work hours
- 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 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.

HOW TO APPLY:

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

<https://careers-njeda.icims.com/jobs/1913/senior-business-development-officer/job>

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

Visit us at www.njeda.com