

RECRUITING ANNOUNCEMENT

International Business Development Manager

Location: Las Vegas, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced International Business Development Manager to be responsible for leading global expansion efforts, foreign direct investment opportunities into the state, overseeing international trade missions, and fostering strategic partnerships for business growth. The position involves crafting and executing global strategies, conducting market research, developing and managing domestic and international projects.

Core Functions & Responsibilities

- Execute GOED's Foreign Direct Investment Strategy in key sectors outlined in the state's 5-year economic strategic plan;
- Project management for logistics, planning, and strategized state engagement for Governor-led and GOED-led trade missions;
- Coordinate with foreign consulates and government trade agencies to facilitate inbound delegations;
- Help manage GOED's Tax Abatement programs by organizing and preparing Requests for Information and Requests for Proposal;
- Connect domestic and international companies with statewide and federal resources to assist with business development goals;
- Support the Business Development team with Incentive Application processing for business attraction and expansion to create jobs and diversify/expand the state economy;
- Initiate and maintain key relationships with local, state, and federal partners to drive trade and investment into Nevada;
- Serve as a state authorized liaison between the Governor's Office, U.S. Embassies, and Consul General offices to lead high-level strategic engagement with foreign dignitaries;
- Conduct research and analysis of foreign company investment interest in Nevada and make necessary recommendations to supervisors and senior-level staff;
- Create reports to make oral presentations and recommendations;
- Prepare and monitor division budgets by estimating present and future expenditure levels for internal operations and trade missions;
- Participate in budget preparation and make projections for future cost increases within the division;
- Assist with workforce development agreements, sister state relationships (MOUs), reshoring of critical supply chain materials, and ways to strengthen existing trade partnerships with countries.



Demonstrated Knowledge/Skills/Abilities

- Experience with International business attraction and retention, planning trade missions, providing market analysis, and building relationships with high-level government officials is highly desirable;
- Demonstrated experience in both domestic and international business development, policy analysis, project management, and excellent communication skills;
- Flexible and able to multitask while managing competing deadlines and priorities; attention to detail and accuracy a must;
- Strong working knowledge of Microsoft Office products.

Education and/or Experience

- Bachelor's degree in international studies, business, administration, or closely related field;
- Three years of professional experience or an equivalent combination of education and experience. Relevant experience may be substituted for a degree.

Salary and Benefits

\$80,000 - \$85,000 annually, depending on experience.

This position will be full-time, non-classified and exempt.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary.

The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 12 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available.

Location

This position will be based in Las Vegas, Nevada.

Travel Requirements

Travel within the state and internationally is required.



To Apply

Please send cover letter and resume to Michelle Sibley at msibley@goed.nv.gov

Nevada Governor's Office of Economic Development
Attn: Michelle Sibley
808 W. Nye Lane
Carson City, NV 89703

Application Deadline

Resumes will be accepted until recruitment needs are satisfied.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.