



**\*\*\*HIRING NOTICE\*\*\***

**Position Title: Project Manager**  
**Agency Title: International Business Manager**  
**Job ID: 26042**  
**Open Period: October 15, 2014 – October 30, 2014**

**Overview:**

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is charged with executing the Mayor's economic development strategy which encourages growth and investments across the District. DMPED is responsible for managing catalytic real estate projects, promoting business expansion within the city, and creating jobs. More information is available on the DMPED's website at [dmped.dc.gov](http://dmped.dc.gov). DMPED is seeking an International Business Manager for its Business Development unit.

**Position Description:**

The International Business Manager at DMPED is responsible for successfully implementing Vision 6 of the Five-Year Economic Development Strategy, which is to become the top North American destination for foreign investors, businesses, and tourists; planning all international trade missions and international delegations received by the DMPED; managing the contract with the District's international trade offices in China, and partnering with local, national and international agencies to further promote the District's international business development efforts (Some agency partners will include: the Department of Small and Local Business Development ExportDC program, the DC Chamber of Commerce international export assistance initiatives, Destination DC and Select USA).

Specific responsibilities include:

- Oversee and manage contracts with overseas international trade offices.
- Plan and execute all international trade missions.
- Develop a performance monitoring system for the international trade offices, and evaluate the offices along those criteria.
- Plan and execute a recruitment strategy for attracting District-based businesses, colleges and universities to export their goods and services in international markets.
- Attract foreign investors to invest in District (ex. real estate transactions, mergers and acquisitions).
- Represent the District to international businesses and investors interested in exploring opportunities within the District; assemble marketing materials intended to promote the District to audiences abroad.
- Work with other government agencies and private partners to roll out joint initiatives that promote international business.

- Implement elements of the Five-Year Economic Development Strategy that pertain to international business development, and on an as needed basis, manage business prospects considering relocation or expansion within the District.
- Assist with the overall business development efforts of DMPED.
- Manage an associate to meet these responsibilities.

**Experience/Qualifications:**

- Graduate level degree preferred.
- At least five years of experience in related business including international business development, consulting, or economic development.
- Project management experience required.
- Comfort and experience with spreadsheets, database and presentation applications, including Microsoft Excel and PowerPoint.

**The ideal candidate will demonstrate:**

- Presentation and public speaking experience; advocacy and promotion.
- Familiarity with the District of Columbia's neighborhoods.
- Understanding and experience in economic development.
- Strong project management experience required.
- Strong market research skills.
- Ability to effectively manage and prioritize multiple tasks in fast paced environment.
- Understanding of District economic development issues, neighborhoods and business development market.
- Ability to take initiative and set and meet independent goals.
- Ability to communicate and build partnerships with different constituencies.
- Positive attitude and problem solver.
- Excellent organizational skills.
- Ability to market a product successfully.
- Ability to converse with business leaders at all levels and sectors.
- Ability and willingness to conduct international travel.

**Salary:** This position is a grade 14 on the District government's career service salary scale. The salary ranges from \$90,242 to \$116,320. Actual salary is commensurate with experience and the applicant's past salary history.

**Application Process:** This position is posted on the DC government's Department of Human Resources (DCHR) website. Interested applicants are encouraged to apply through DCHR's website at [dchr.dc.gov](http://dchr.dc.gov). The job ID number for this position is 26042. **TO APPLY:** Click on current job openings on main webpage, then employment opportunities, then click on the job ID number column to sort by number, click next page if necessary to locate the position.