

Job Title: Business Recruitment Officer

Reports To: Director of Business Recruitment

Location: Greenville, SC

FLSA Classification: Full-time Exempt

Base Salary Range: \$55,000-75,000 (Annual)

Type: Hybrid – includes both require in-office work and optional remote work

Benefits: Competitive package provided. Full suite of benefits includes: Opportunity for annual bonus, 5 weeks PTO, annual professional development budget, health insurance, annual deductible reimbursement, 5% 401(k) match, life insurance, short/long term disability, and paid parental leave.

Application Instructions: All applicants should submit a résumé, cover letter, and three professional references (to be contacted only after in-person interviews with permission) to careers@upstatealliance.com. Please include “Business Recruitment Officer” in the subject line of your submission. No calls please.

Position Summary: As the Upstate grows, there’s constant buzz about investment and job creation – and the Upstate Alliance is at the center of this economic development process, helping projects come to life and supporting our local communities as they work to recruit new industry. Responsible for developing and executing business recruitment activities for the 10-county Upstate region, the business recruitment officer will help create awareness of our regional assets on a global scale. You will assist the Director of Business Recruitment in establishing plans, budgets and strategies to increase the pipeline for business recruitment and new job creation within the region. If you are a strategic thinker, love the Upstate region, and enjoy building business connections, then this is the place for you!

I. Core Position Responsibilities

Percentage
of Time 85%

Recruitment: Under the direction of the Director of Business Recruitment, the BR officer will execute:

- Plans, executes, and leads delegations on marketing missions (both into and out of South Carolina) for the purpose of business recruitment in targeted sectors
- Develops ideas for/executes events to support business recruitment efforts
- Coordinates with SCDOC to orchestrate Upstate project visits
- Builds an industry and investor network that align with target industries
- Supports industry specific campaigns to increase prospect activity in each sector
- Manages the CRM database (Salesforce) to ensure accuracy of data
- Creates and manages a systematic approach to regularly follow up with database of prospects and projects
- Assists with recruitment-related reporting
- Represents, through attendance, the Upstate SC Alliance at multiple marketing, business recruitment, and investor events, often after hours.

II. Other or Non-Core Position Responsibilities **Percentage of Time 15%**

- Provide input into the design and messaging of marketing material (working closely with the Director of Global Engagement)
- Provide input on topics for the content strategy
- Provide client and customer support to existing clients
- Assist the team with investor relations efforts, attends/participates in team and community events, etc.
- Perform other duties as assigned

III. Essential Skills and Experience:

- Bachelor's degree in Business, Marketing or related field with 5 years of experience
- 3 or more years of business development experience
- Knowledge of, and experience working with developing rapport and relationships with high level business executives and decision makers
- Experience making and executing group presentations and speaking in public
- Exceptional organizational and project management skills
- Knowledge of business environment and trends in current market area (Upstate SC)
- Experience with Microsoft Office
- Experience with Salesforce or similar CRM
- Proven record of ability to work independently with little supervision
- Strong written and verbal communication skills
- Ability to travel (up to 50% of the time, including overnight travel via car and airplane both domestically and internationally)
- Ability to attend marketing functions after customary work hours

IV. Beneficial Skills and Experience

- Experience working in an economic development agency or government entity
- Certified SC Economic Developer and/or Graduate of SC Economic Development Institute

VI. Mental and Physical Demands (per ADA guidelines)**Physical Demands Lift/Carry**

Stand - **O (Occasionally)**
Walk - **F (Frequently)**
Sit - **F (Frequently)**
Handling / Fingering - **C (Constantly)**
Reach Outward - **O (Occasionally)**
Reach Above Shoulder - **O (Occasionally)**
Climb - **O (Occasionally)**
Crawl - **O (Occasionally)**
Squat or Kneel - **O (Occasionally)**
Bend - **O (Occasionally)**

Lifting

10 lbs or less **O (Occasionally)**
11-20 lbs - **O (Occasionally)**
21-50 lbs - **O (Occasionally)**
51-100 lbs - **N (Not Applicable)**
Over 100 lbs - **N (Not Applicable)**

Push/Pull

12 lbs or less - **O (Occasionally)**
13-25 lbs - **O (Occasionally)**
26-40 lbs - **N (Not Applicable)**
41-100 lbs - **N (Not Applicable)**

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Please Note: The Upstate Alliance has a mandatory vaccination policy requiring COVID-19 vaccines and recommended boosters for all employees, and vaccination is a condition of employment.

The Upstate Alliance is an Equal Opportunity Employer and reasonable accommodations will be considered. Employees seeking an exemption from this requirement for valid medical or religious reasons may send a written request for accommodation to Human Resources to be considered.