

Job Title: Assistant Director - Business Services
Opening Date: Wed. March 20, 2013
Closing Date: Continuous
Salary: \$82,868.00 - \$105,864.00 Annually
Job Type: Full Time - Permanent
Location: King County - Seattle - Downtown Business, Washington



Department of Commerce

Innovation is in our nature.

The [Department of Commerce](#) is the widely recognized business champion in state government and a respected leader and partner with the private sector in growing our state's economy for the benefit of all of our citizens. With a mission to "Grow and improve jobs in Washington State" our vision is to make Washington the most attractive, creative and fertile investment environment for innovation in the world as a means of achieving long-term global competitiveness, prosperity and economic opportunity for the state's citizens. The Business Services Division is an integral part of our mission and works to bring in and grow businesses in Washington.

Wanted: An experienced manager and business development professional to lead the Department of Commerce's Business Services.

The Department of Commerce's Business Services engages companies (US and International) that are thinking about locating or expanding in the state. They are responsible for developing the marketing messages and [communications material](#) that position the state with this audience, provide export assistance to Washington companies, and support the Governor's trade missions abroad. In short, this team is on the front lines of growing and improving jobs in the state.

As the **Assistant Director for Business Services**, this position is responsible for leading a team of economic development and international trade professionals who work with businesses daily on their desire to grow and remain in Washington. Located in Seattle, the future incumbent will be part of the Agency's management and Governor Inslee's teams and will travel between the Seattle and Olympia offices to assist the Director, Governor and local partners in developing strategies to promote and enhance Washington's position as an innovate place to live and do business.

Based on the position objectives and duties, we are most interested in candidates who have the following skills and experience:

- A seasoned manager of marketing and business development activities.

- A successful track record in international and local economic development.
- Experience working with diverse groups of high level executives and strong business poise to enable you to interact effectively with private sector business executives, the Governor and his senior team.
- A strong business understanding, especially in Washington State.
- A bachelor's degree, most likely in business with an MBA preferred and 10+ years of experience working closely with business.
- Previous experience working in both the public and private sectors.
- Some knowledge of the economic development discipline in the public sector is preferred but not required. It will also be valuable if you understand and have experience with digital tools like CRM systems, SEO, keyword buying, social media, Office apps, etc.
- Strong written communication skills with the ability to interact with business members from diverse backgrounds, interact with public stakeholders, and draft memos to the Governor as needed.
- Experience presenting complex material in front of large groups of people.
- Finally, the kind of leader who inspires their team and collaborates well with those around them.

Supplemental Information:

Note: This position will be open until filled and the Director reserves the right to make a hire at any time. First review of applications will be April 8, 2013. It is to your benefit to submit your application materials as early as possible to be considered for this position.

How to apply: We are looking for evidence that you have the skills and abilities indicated in the job posting. The information you provide will be used as a basis for deciding who will be selected for the next step in the process. To apply for this position, please click the large apply button at the top of this page and submit your letter of interest and resume. Your letter of interest should be specific for this job and describe why you believe you are an ideal candidate.

Important Note: From July 1, 2011, through June 29, 2013, a 3% temporary salary reduction is in effect for most state positions. The salary listed above includes this reduction. For specific information on the Temporary Salary Reduction click [here](#).

Contact Information: If you have questions regarding the duties of this position please contact Michaela Doelman at Michaela.Doelman@commerce.wa.gov or 360-725-2656.

The Department of Commerce is committed to providing equal employment, job assignment, and promotional opportunities to all qualified applicants and employees, without regard to race, creed, color, sex, sexual orientation, gender identity diversity, religion, marital status, age, national origin, disabled and Vietnam Era Veterans, or the presence of a mental, physical or sensory disability. If you need to be accommodated during the application process or need this announcement in an alternative format, call the agency's Human Resources Manager at 360.725.2656. For TTY call 1-800-833-6388.