

State of Nevada  
OFFICE OF ECONOMIC DEVELOPMENT

Global Business Development Specialist (Non-classified)

The office of Global Business Development works with Nevada manufacturers and service providers to help them access the world's markets through exporting their products outside the U.S. market. The position requires a knowledgeable and experienced professional with specific training and work experience in international business and specifically trade-related activities. They must possess excellent phone skills to recruit client companies for our programs and experience in administering federal export grant programs to U.S. companies.

Approximate Annual Salary:

Open. 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; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available.

Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income for approximately 2.3% (or 4 hours per month) starting July 1, 2011 through June 30, 2011. The salary listed above does not reflect the reduction from the required furlough.

Duties / Responsibilities:

Primary:

- Responsible for project management of the S.T.E.P. (State Trade and Export Promotion) grant program through the Small Business Administration (SBA)
- Managing of Interns and on-site contractors for federal grant activities
- Marketing, client relations and promotional aspects of the Global Business Development office including initial proposals for materials and web site updates
- Responsible for communicating the purpose and information exchange of the EB-5 Immigrant Investor Program with Nevada stakeholders
- Support role for Office of Protocol for documentation related to our work with the foreign Consulates including scheduling of visits
- Issuing the Request for Proposals for new or replacement International Representatives
- Achieving goals with measurable results in grant awards and job creation
- Participate in public relations and networking activities for Global Business Development
- Develop long-term relationships with federal, state and foreign government personnel related to trade and FDI activities
- Travel to domestic and international locations to attend workshops, conferences, training or visit clients

Secondary:

- Detailed knowledge and experience in implementing the USDA/Foreign Agricultural Service Market Access Program (MAP) grants to Nevada businesses in conjunction with the Western U.S. Agricultural Trade Association (WUSATA). The programs include: Export Readiness training, attendance at international trade shows and Outbound and Inbound trade missions
- Interface, and support as directed, with our International Representative Program
- Provide training on trade related activities
- Interface and support, as directed, for our Foreign Direct Investment (FDI) Programs
- Provide support for implementing aspects of the National Export Initiative (NEI) program
- Administrative duties as assigned

Requirements:

- B.S. or MBA in Business Administration and International Business or International Relations
- At least intermediate language ability in Chinese (Mandarin and/or Cantonese) or Spanish
- Demonstrated experience in managing and implementing U.S. federal grants for export promotion
- Excellent verbal and written communication and market research skills
- High level of computer expertise with MS Outlook, Word, PowerPoint, Excel
- Ability to communicate effectively with large and small business owners and U.S. and foreign government officials
- Work cooperatively with all the Office of Economic Development employees
- Three years direct, contract and/or intern experience working with small businesses and government grant programs
- Ability to travel internationally without restrictions

Must have a valid Nevada Driver's License and a valid U.S. Passport

Duty Location: Carson City, Nevada

Resumes will be accepted until the recruitment needs are satisfied.

To Apply: Please forward resumes to the Office of Economic Development, Attn: Kristen Anderson, 808 W. Nye Lane, Carson City, NV 89703. **Please no phone calls.**