

SAP&DC

SOUTHERN ALLEGHENIES PLANNING
& DEVELOPMENT COMMISSION

Southern Alleghenies Planning & Development Commission, a regional economic development agency located in Altoona, PA seeks a collaborative and resourceful leader of their Business Development Division. The Business Development Division Director is responsible for the overall design, development and implementation of the Commission's Business Development Program and other business service programs including the management and supervision of all employees within the Business Development Division. This position also involves securing and managing a number of grants and serving as a member of the Commission's Management Team.

SAP&DC seeks candidates with the following qualifications:

- Bachelor's degree in business administration, marketing, or a related discipline or in lieu of degree a minimum of ten years equivalent experience.
- At least five years' experience in contract management and administration of federal & state contracts and at least three years of supervisory experience.
- A successful grant writing and management history is desirable.

Job duties include overseeing several programs and efforts including but not limited to Partnership for Regional Performance (PREP), Engage, International Trade Program, Government Procurement Program, Marketing Assistance Program, Startup Alleghenies Entrepreneurial Ecosystem, The Alleghenies Marketplace, and the Alleghenies Angel Fund.

The base salary for the position is \$65,000, negotiable based on experience and qualifications with a very generous fringe package including health care, dental and eye insurance for employees and their dependents with no participation fee, disability insurance, life insurance, matching pension program, paid time off approximately 4 weeks in year one and 13 paid holidays. (pension match and paid time off increase with years of service).

The work environment is hybrid with three in-office days in Altoona and two remote workdays per week.

Interested candidates should reply with a resume and three professional references to: SAP&DC, Attn: Renee Best, 3 Sheraton Drive, Altoona, PA 16601 or via email at rbest@sapdc.org. Replies kept in strictest confidence.