

THE CITY OF WEST HOLLYWOOD INVITES APPLICATIONS FOR THE POSITION OF

BUSINESS DEVELOPMENT ANALYST

with the Business Development Division

The City of West Hollywood is seeking a Business Development Analyst. The Business Development Analyst will serve as a primary contact and advisor for businesses looking to locate in West Hollywood and those already in the City. The Business Development Analyst will assist the Business Development Manager with business recruitment, attraction, retention, and expansion; develop and implement strategies that encourage the revitalization and expansion of existing businesses; assist the Manager to maintain cooperative working relationships with local business organizations; and assist with citywide strategies and programs aimed at maintaining the vitality and attractiveness of the City for businesses, visitors, and residents.

Ideal Candidate: The ideal candidate is passionate about creating vibrant communities through fostering business success. They have experience conducting research, specifically with economic data, and bring an enthusiasm for translating data into stories and narratives. The ideal candidate should have a familiarity with economic development programs, strategies, or theories that benefit local economies and business communities. They must have excellent presentation skills with experience presenting to groups of people. The ideal candidate will also have experience creating marketing and presentation materials. Experience working with a City Council, community or special interest groups, or other governmental agencies is a plus.

Minimum Qualifications:

Education and Experience:

- Bachelor's degree from an accredited four-year college or university in a related field; and,
- Three to four years of progressively responsible experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

\$110,436.12 - \$141,107.40 ANNUALLY
APPLICATION DEADLINE:
JANUARY 23, 2023 AT 5:00 PM PACIFIC

For Job details and requirements, and to apply online, please visit weho.org/jobs.

EEO/AA



City of West Hollywood
California 1984