



New Orleans Business Alliance is crafting a new type of economic development team in one of America's favorite cities. The Business Alliance is a public-private partnership between the City of New Orleans and the city's leading businesses. That means you'll work with all sides of the table, as we build an equitable and sustainable economic future in New Orleans.

### **An Exciting New Opportunity**

New Orleans Business Alliance is looking to hire a **New Business Experience Manager**. This person will run point on logistics and planning for all of our large-scale business development projects. We host multiple pitch events annually, with high-profile corporate, non-profit, governmental, and higher education partners, and this Manager will be responsible for helping drive our business development strategy, recruiting participating companies, and ensuring these events grow the economy in New Orleans by advancing the goals of the Business Alliance and our partners.

We're looking for exceptional candidates who are passionate and understand how instrumental economic development is to quality of life. We problem-solve every day. We work hard to change narratives and realities. We have a lot of fun. And we'd like you to be part of this important work and amazing team!

New Orleans is the anchor of Louisiana and the Gulf Coast's economy. As one of the nation's largest ports and with a growing technology industry, we are working to continue to build an inclusive and diverse economy that's so much more than Bourbon Street.

### **New Business Experience Manager**

Under the direction of the Vice President, Industry & Attraction, the **New Business Experience Manager** supports business development activities including corporate attraction, corporate retention/expansion, and ecosystem development. Key Performance Indicators for this position include business development leads, new job growth, jobs retained and successful business expansion projects.

#### **Fundamental Duties:**

- Serve as project manager on various initiatives related to business development, including events designed to bring prospective businesses to New Orleans: pitch competitions, local and national conferences
- Execute lead generation activities
- Assist with solving business retention challenges
- Respond to prospect Requests for Information (RFIs)



- Manage department's CRM database to analyze and keep current the business development pipeline
- Support local entrepreneurs by connecting them to resources, contacts, and opportunities that can advance their businesses
- Present the Business Alliance's priorities and efforts to community and industry groups
- Coordinate business and industry groups and board meetings
- Support efforts to attract and retain NOLABA investors

#### Qualifications and Requirements:

- Bachelor's degree (B.A.) from four-year college or university **or relevant work experience required**
- 2 to 4 years' experience in business strategy, sales, or customer service preferred
- Strong consideration will also be given to those with past economic development experience
- Excellent communication skills (both verbal and written)
- Intellectually curious with ability to bridge gap between the esoteric and practical, strategic and tactical
- Self-starter who can take initiative and drive results
- Cooperative team player; able to work in a fast-paced environment
- Solid understanding of performance-based measurements and outcomes
- Proven leadership and motivational skills
- Commitment to the power of equitable economic growth

#### Attributes:

- Interpersonal skills
- Communication skills (written and oral)
- Presentation skills
- Ability to adapt and thrive in an entrepreneurial environment
- High ethical standards and commitment to fairness and equity

#### Physical & Mental Demands:

- While performing the duties of this job, the individual is regularly required to speak and hear
- Specific vision abilities required by this job include close vision and the ability to adjust focus
- Read and interpret data (emails, memos, letters)
- Ability to maintain visual attention and mental concentration for significant periods of time
- Ability to analyze and interpret data
- Ability to effectively communicate with superiors, peers and subordinates



Working Conditions:

- While performing the duties of this job, the individual is occasionally required to travel within the New Orleans area.
- This is a full-time position and hours of work and days are Monday through Friday 8:30am to 5:30pm. Occasional evening and weekend work may be required as job duties demand.

Application Process:

To apply for this position, send the following documents via email to [Careers@nolaba.org](mailto:Careers@nolaba.org):

- Resume
- Cover Letter

In your email, please note “**NOLABA New Experience Manager**” in the subject line.

**The New Orleans Business Alliance is an Equal Opportunity Employer**

The New Orleans Business Alliance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The Business Alliance complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The New Orleans Business Alliance expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Business Alliance employees to perform their expected job duties is absolutely not tolerated.

All New Orleans Business Alliance employees are subject to the Organization’s Public Records Policies and Procedures.