



Business Development Analyst

Business Development Division
\$7,777—\$9,937/monthly

The City of West Hollywood is a premier City in the heart of the Los Angeles region. We are proactive in responding to the unique needs of our diverse community, creative in finding solutions to managing our urban environment, and dedicated to preserving and enhancing its well-being. We support an environment where our diverse and eclectic businesses can flourish, and seek to encourage mutually beneficial and integrated relationships between them and our residents and visitors.

West Hollywood is home to innovative industries and a magnet for highly skilled professionals. Companies ranging from retail, tourism and nightlife, restaurants, entertainment and media, as well as arts and design are drawn to West Hollywood's creative workforce as well as its high quality of life. The Business Development Division works with business owners who want to open a business, expand an existing business, or are considering a development project, as well as brokers representing properties in our City. The ideal candidate for this position will be an experienced, results-oriented business/economic development professional to support the Business Development Division in the Economic Development Department.

The Position: The Business Development Analyst serves as the primary contact and advisor for businesses. Utilize your skills and background to play a lead role in implementing business development strategies and programs for a premier city. Apply your analytical background to generate and present economic and statistical data for analysis and recommendations. Use your interpersonal and public speaking skills to work alongside and present information to various groups, including high-level individuals. Working knowledge and experience with GIS analysis and GIS mapping is necessary for success in this role. You will use your experience with design programs and development of marketing and presentation materials (social media, Adobe Acrobat, Illustrator, Publisher) in support of division projects. Project management and project coordination techniques are essential requisites for contracts, grants administration and special projects performed in this role. Public sector, non-profit and/or consulting experience is preferred.

Minimum Qualifications Required:

- Bachelor's degree from an accredited four-year college or university in a related field; and
- Three (3) to four (4) 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.

Deadline to submit application:

February 6, 2017 at 5:00 p.m.

Applicants must submit a completed online City job application and supplemental questionnaire by the filing deadline.

To apply and view additional job information please visit www.weho.org/services/employment. If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. If you have questions or need special accommodations with the recruitment process please contact Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org.

