

## DIRECTOR, BUSINESS DEVELOPMENT

The Ontario International Airport Authority (OIAA) would like to announce a job vacancy for a **Director, Business Development** position.

Under the direction of the Chief Development Officer, the Director of Business Development will assist in representing the airports' interests with business, industry, and property developers to enhance OIAA's overall business profile, including property development/management, and advertising programs. Work involves representing the airport and coordinating with various Economic Development partners to identify and to attract additional airport based businesses and industries.

In addition, he/she will act as the Airport's lead contact and advisor to business and organizations, working with them to identify factors needed to improve the attractiveness of the airports, and coordinate with public and private entities to establish conditions to meet these needs. The Director of Business Development participates in various public and private economic development activities including, but not limited to: conceptual program design, development of implementation strategies and schedules, solicitations of public and private developers, economic development planning, budget preparation and inter-governmental coordination, and public information. Responsibilities further involve making recommendations on land use, zoning, and other public or private improvements and utilities which contribute to potential business development.

Also, this position will be responsible for coordinating with the OIAA's legal counsel, for the negotiation and development of real estate leases, in-terminal airline leases, and commercial contracts related to parking, advertising, and sponsorships on airport property. Lease/contract negotiation and memorialization are the work product upon which the person who fills this position will be assessed.

Listed below are the core competencies and requirements for this position.

### **Essential Functions**

Below listed the essential functions of the Business Development Director position but is not all inclusive:

#### **Economic Development:**

- Works with businesses and industry to identify factors and resolve issues necessary to improve the attractiveness of the airports;
- Participates in long range planning and recommending goals for a unified economic development attraction program;
- Generates and manages a portfolio of direct corporate business lead and prospects;

- Evaluates programs which would couple the immediately available resources of the area with potential business and industrial development;
- Contacts businesses and industrial firms to promote the advantages of the Airports as locations for immediate or future development;
- Solicits development proposals from public organizations and private development companies, businesses and industrial organizations and analyzes the feasibility of these projects;
- Develops strategic plans for economic development attraction;
- Negotiates and/or assists in negotiating economic development contracts with public and private developers, businesses, and industry;
- Completes monthly, quarterly, and annual statistical reports, analyzes trends for future economic and business development, and provides recommendations and updates as requested.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Oversight of the ONT Master Plan process and project management;
- Developing OIAA non-aeronautical business development strategies and executing plans to grow revenue at ONT;
- Maintaining close relationships with ONT business partners, including lessees, contracted service providers, and airline properties and station managers;
- Managing and directing consulting and other professional services firms under contract with the OIAA
- Collaborating closely with other OIAA departments to accommodate all contractual, facility, telecommunications, and other needs with new tenants, lessees, and other business partners;
- Developing, disseminating, and presenting aeronautical and non-aeronautical revenue trend analyses and forecasts required for the preparation of OIAA budgets; and
- The successful candidate will have possess knowledge and/or acumen in the following areas:
  - Commercial and business development best practices in the global airport industry
  - Airport master plan processes
  - Airport real estate development
  - Federal regulatory affairs matters concerning airport rates and charges, and appropriate uses of airport revenue
  - The global commercial aviation industry -- including passenger, freight, logistics, and private aircraft sectors
  - Persuasive and effective interpersonal and communication (oral and written) skills

**Property Management:**

- Coordinates the monitoring and inspection of OIAA facilities, leases and contracts for compliance with OIAA and tenant contractual obligations, insurance and other financial requirements.
- Serves as the point of contact for tenants and airport users to address utilization of facilities and provisions of services.
- Assists with the development, implementation and monitoring of revenue and expense control systems as they relate to the Airport Authority's properties, facilities and equipment.

- Manages insurance program elements on behalf of OIAA to ensure that the Airport Authority's liability and exposure is limited or minimized by internal policies and or compliance with minimum insurance standards imposed on facility users, professional service providers, contractors and others conducting business at Airport Authority facilities and on Airport Authority properties.
- Interfaces with tenants and the public regarding inquiries and requests. Where necessary, coordinates the proper responses with other OIAA staff.

**Advertising:**

- Generally responsible for the overall advertising opportunities at Airport Authority facilities; and work in partnership with the Marketing department for advertising OIAA's services to the public.
- Prepare Requests for proposals and assist in the negotiations of advertising sales and contracts.
- Confer with potential advertisers to provide marketing or technical advice.
- Prepare reports on sales figures, marketing or technical advice
- Prepare reports on sales figures, marketing methods and venues.

**Required Education and Experience/Skills**

- This position requires a combination of education and experience reflecting possession of the required knowledge, skills and abilities.
- A typical combination would include graduation from an accredited college or university with a Bachelor's Degree in business, marketing, market research, or other related field; plus eight years of demonstrated experience in work directly associated with airline route economics, including route planning experience at an airline, as an airline or airport consultant, or similar experience in the Aviation industry.
- International experience is preferred.
- The selected candidate will be comfortable with domestic and international travel.

Work experience, seniority, and performance will all be determining factors. The Human Resources department will be screening candidates in coordination with management. OIAA will start the recruitment process until the positions are filled.

Qualified interested applicants should send their resumes to [jobs@flyontario.com](mailto:jobs@flyontario.com)

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