



## Business Development Coordinator

The Town of Benson is seeking a highly motivated and organized professional to fill the role of Business Development Coordinator. The ideal candidate will be a dedicated and driven public servant with a strong desire to promote Historic Downtown Benson, manage and coordinate facility rentals and maintenance, and experience with large-event planning.

The Business Development Coordinator will be responsible for facilitating communication and cooperation with Downtown Benson businesses, serve as the staff liaison to the Benson Historic Preservation Commission, planning large events including an annual 5k run/festival, and managing facility rentals and building maintenance of Town of Benson owned property. The ideal candidate must maintain a professional and effective relationship with co-workers, the business community, residents and visitors to Benson. This employee will serve as the primary point of contact with the NC Main Street office. Work also includes serving as the primary contact receiving requests for use of multiple Town of Benson facilities, explaining policies, setting pricing, completing contracts, and coordinating with other staff for set up, equipment, and service needs. Additionally, this role will coordinate all building maintenance needs for Town of Benson owned properties. This includes communicating with contractors, procuring quotes, and managing maintenance contracts. Work is performed under the supervision of the Town Clerk/Cultural Arts Director.

**Desired qualifications:** A Bachelor's Degree in marketing, public administration, business administration, communications, journalism, or another similar degree; an advanced degree in any of these fields is preferred. Previous experience with event planning and facility maintenance for a government, non-profit, or business is also preferred.

**Salary and benefits:** The salary range for the position is **\$34,652 - \$51,978** and benefits include paid participation in the North Carolina State Health Plan, paid dental, vision and life insurance, 5% 401(K) match, 12 paid holidays and 2-weeks paid-time off per year, and an abundant wellness program that includes incentives.

**Position is open until filled. To receive full consideration qualified applicants are encouraged to apply as soon as possible. All application packages must contain a cover letter, a resume, a list of 3 references, and a completed Town of Benson application. Applications must be mailed to P.O. Box 69, Benson, NC 27504-0069, hand delivered to 303 East Church Street, Benson, NC 27504 or emailed to Terry Hobgood, Town Clerk, at [thobgood@townofbenson.com](mailto:thobgood@townofbenson.com). To access an application visit [www.townofbenson.com](http://www.townofbenson.com) and navigate to the Employment page.**

The Town of Benson is an equal opportunity provider, employer, and lender.