



## POSITION DESCRIPTION

|                             |   |                |        |
|-----------------------------|---|----------------|--------|
| <b>POSITION:</b>            | Marine Terminals Business Development Manager | <b>GRADE:</b>  |        |
| <b>DIVISION/DEPARTMENT:</b> | Marine Terminals                              | <b>FLSA:</b>   | Exempt |
| <b>REPORTS TO:</b>          | Director of Real Estate and Asset Management  | <b>UNION:</b>  | N/A    |
| <b>SUPERVISES:</b>          | None  | <b>UPDATE:</b> | 2/23   |

*The Port of Bellingham is a Washington State special purpose municipal corporation serving all of Whatcom County. It is a unique organization that makes significant contributions to the local community by leveraging its resources by directly participating in revenue-earning lines of business, as well as by capitalizing on its strategic assets through special public agency powers.*

*By using combined expertise in both the business and government sectors, the Port has a role in job preservation and job creation, as well as a role in the operation of transportation facilities for seaports and airports. This combination is distinct from that of either the private sector or other government entities.*

*The Port of Bellingham's mission is:*

*"Promote sustainable economic development, optimize transportation gateways, and manage publicly owned land and facilities to benefit Whatcom County."*

## JOB SUMMARY

The **Marine Terminals Business Development Manager** will promote Port operations and maintain and generate revenue for the Port of Bellingham by attracting new customers and businesses for the Bellingham Shipping Terminal. This position maintains and promotes effective relations with agencies, Port tenants, brokers, Longshoreman, and other stakeholders. The position regularly interacts with port staff, commissioners, customers, and the public to accomplish these goals.

The Marine Terminals Business Development Manager is located in the Administration Offices (Bellingham) with travel based on the requirements and needs of the position.

## ESSENTIAL FUNCTIONS

1. Promote and market Port Marine Terminals to regional, national, and international businesses, manufacturers, and industrial firms in alignment with the organization's strategic objectives.
2. Initiate face-to-face contacts, sales calls, and customer visits to promote new business opportunities, both large and small, and retain and expand current business, providing regular updates regarding these activities.

3. Develops plans and strategies that address the utilization of the Marine Terminal assets such as warehouse, berths, rail, crane, and storage yard areas.
4. Provide maritime expertise and work directly with the Real Estate and Marine Terminal staff in developing, negotiating, and renewing agreements with prospective customers.
5. Works to promote excellent working relationships with stevedores, the railroad, ILWU Local 7, other business partners, and the community.
6. Works with the Marine Terminals/Emergency Management Manager to facilitate excellent working relationships with Federal, State, and local regulatory agencies to ensure compliance with established regulations/requirements.
7. Establish long-range development plans and asset management programs. Work closely with contractors, consultants, regulatory officials, and the public to ensure Port plans reflect the region's marine terminal needs.
8. Assist with developing, negotiating, and renewing agreements and contracts with marine terminal customers.
9. Conduct industry research and remain current on industry trends and needs.
10. Present recommendations and updates to Directors and the Commission in open public meetings and executive sessions.
11. Work cooperatively with senior management and the general public to meet the Port's established goals and serve the needs of the diverse public utilizing the Port's marine terminals.
12. Assist in developing and supporting other commercial and port projects as needed. Maintaining successful inter-departmental relationships necessary.
13. Identify, and work with other Port staff and consultants to pursue, and administer appropriate grants to support the Port's strategic objectives.
14. Develop and maintain current marketing materials incorporating both hard copy materials and electronic materials suitable for social media marketing.
15. Extensive travel may be required.
16. Other duties as assigned.

## **QUALIFICATIONS**

### **Required:**

- Bachelor's degree plus two to five years of increasingly responsible experience within the marine transportation environment, or an equivalent combination of education and experience.
- Prior experience working with PMA stevedores or shipping lines.
- Proven track record and experience in sales and marketing related to the marine transportation industry.
- Productive experience working with marine-related labor relations and the PMA.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Required:**

- Possess the leadership skills and ability to work with a diverse group and develop and maintain effective professional relationships with internal and external stakeholders.
- Effective verbal and written communication skills. Should be able to adapt communication styles to suit the audience.
- Must have strong presentation skills and be proficient in the use of Microsoft Office Software including Outlook, Word, Excel, and PowerPoint.
- Action-oriented. Should be able to follow up on feedback to ensure positive outcomes.
- Must be able to work in a rapidly changing environment and able to prioritize needs and be flexible to adapt to changes.
- Ability to travel as needed for the role.

The Port is seeking candidates who possess excellent interpersonal and negotiation skills. The successful candidate must be self-motivated and possess the ability to work independently or as part of a highly professional team. The ability to balance the best interests of the Port and the customer is required. Must be customer service focused with a strong commitment to operational excellence.