



JOB ANNOUNCEMENT

Business Development Manager

Full-Time, Exempt

Organization Background:

The New Bedford Ocean Cluster (NBOC) is a 501(c)3 nonprofit organization established in 2021 to leverage New Bedford's coastal position, marine knowledge base, and landside capacity to drive employment and wealth creation for New Bedford residents through a dynamic approach of targeted business recruitment, the creation of unique economic infrastructure, skill development, and support for homegrown ocean economy companies.

While the Port of New Bedford is the focal point of the NBOC, the cluster is a regional initiative with New Bedford at the geographical center. The NBOC works collaboratively with the private sector, public sector, and academic institutions to establish New Bedford as the leading ocean economy on the East Coast through a strategic focus on four, interrelated marine industry pillars:

- Aquaculture
- Commercial Fishing & Processing
- Innovation & Technology
- Offshore Renewable Energy

The NBOC's vision is to:

- Create a New Bedford maritime business network and serve both as a clearinghouse for business-to-business interaction and the leading convener of the maritime businesses.
- Make the Port of New Bedford the first port of call of the offshore wind industry in the United States.
- Become the model for other ports to facilitate commercial collaboration between port industries and companies.
- Develop strategies to create more value for our community from our natural ocean resources including fish, wind, and aquaculture.

The NBOC is committed to advancing a diverse, equitable, and inclusive marine economy in greater New Bedford that ensures minority and underrepresented individuals and communities can participate in the growing blue economy.

Position Description

The New Bedford Ocean Cluster seeks a Business Development Manager to support the organization's business engagement, recruitment, and retention objectives as they relate to both cluster membership and attracting long-term investment to advance New Bedford's marine economy.

The Business Development Manager will provide day-to-day support across all four of the NBOC's marine industry pillars at an operational and strategic level. An initial focus of the position will be to support the NBOC's core program, Act Local, a pilot launched in partnership with Vineyard Wind to support the development of a diverse and equitable supply chain for offshore wind in greater New Bedford through outreach, information sharing, and assistance to local businesses.

The position is hands-on and demands an energetic, self-starter with experience, or a strong interest, in business development and advancing ocean economy companies. In return, the position offers an exciting opportunity to contribute to the growth and evolution of an innovative model and early-stage nonprofit organization that is well-positioned to directly impact the future of greater New Bedford's blue economy.

Essential Duties & Responsibilities:

The Business Development Manager will report to, and work closely with the Executive Director to ensure the NBOC's business engagement and recruitment efforts align with the priorities and strategic direction set forth by the organization's Board of Directors and industry-led advisory committees (being established).

Essential duties and responsibilities of the position include, but are not limited to:

- Support the implementation of the NBOC's Offshore Wind Strategic Roadmap, including advancing the Act Local supply chain development program and attracting commercial investment to fill supply chain gaps.
- Support the ongoing development of the NBOC's supply chain directory and process to eventually integrate with the NBOC website.
- Gain knowledge of the NBOC's marine pillars to be able to confidently advise members of market entry strategies and future areas of business opportunity. This includes participation in training and personal development activities as identified to support responsibilities and performance.
- Lead on membership development and implement a plan for member recruitment and retention.
- Organize and facilitate regular meetings of the NBOC Membership Committee.
- Develop a deep understanding of what brings value to member businesses to guide strategy and engagement efforts.

- Support the creation of a calendar of events, content, and programs to encourage business-to-business interaction, cooperation, and partnership, and promote the Port of New Bedford and area assets.
- Lead project to identify and launch a customer relationship management (CRM) platform to support member engagement and recruitment.
- Maintain regular contact with members and potential members locally and beyond.
- Attend/exhibit at NBOC and other industry events (local, national, and international) as required.
- Participate in visits and meetings with members and potential members.
- Identify offshore wind and related marine companies in the U.S. and overseas with high potential for locating in New Bedford, compile information of interest to business prospects, and proactively market to those prospects.
- Identify high-impact business associations, trade publications, and other industry outlets representing the NBOC's pillars to market New Bedford on a global scale as the ideal location to do business.
- Regularly engage with, and explore joint marketing and event opportunities, with key industry associations.
- Support current partnerships with the Iceland Ocean Cluster, Belgian Blue Cluster, and Energy Cluster of Denmark with the goal of identifying joint initiatives or other opportunities for shared learning and market entry for members.
- Support and contribute to the NBOC's marketing/communications plan by overseeing the production of member-related content for e-newsletters, social media, and other communications, and contribute to the production of promotional/marketing materials aimed at business engagement and recruitment.
- General administrative duties as required.

Professional & Personal Qualifications:

- Good understanding of business development, marine industries a plus
- Strong knowledge of the New Bedford area and its strengths and challenges a plus
- Confident networker with excellent communication skills, both written and oral
- Good administration, research, and people skills
- Good facilitation skills
- Organized and able to operate in a small team, independently and across several projects/deadlines
- IT literate with experience using Microsoft applications including Excel, PowerPoint, and Word and virtual platforms such as Zoom and Teams
- Able to handle a busy and varied workload
- Attention to detail, keeping the NBOC's members and stakeholders front of mind
- A passion for the blue economy and drive to establish New Bedford as the leading ocean economy on the East Coast

- Resourceful and able to humbly “roll-up one’s sleeves” to take on the administrative aspects of the role
- Relevant university degree, at least a bachelor’s level

Salary & Benefits

The NBOC offers a competitive, nonprofit salary plus benefits including employer contributions towards health Insurance, retirement savings plan with matching contributions, and more. The position is full-time, exempt, and grant funded for three-years.

To Apply

Interested applicants should respond by email with a cover letter and resume to Jennifer Downing, Executive Director: jennifer.downing@nboceancluster.org