



Welcomes Your Interest in the Position of

CHIEF INTERNATIONAL OFFICER

In America's Business Paradise!

February 2019



The Opportunity

The United States Virgin Islands is America's Business Paradise. A territory of the United States in the Caribbean, our pristine water, sun-soaked beaches, resilient population, and robust tax incentives make us an ideal location to live, work, invest, and do business. A talented person is needed to "tell and sell" our story to the world. The United States Virgin Islands Economic Development Authority is seeking a highly motivated and accomplished professional to serve as Chief International Officer. This leader will shape and advance comprehensive strategies resulting in new exports and foreign direct investment, revitalized neighborhoods, and a stronger global brand.

The Position

The Chief International Officer is a new executive opportunity. This at-will position will report to the Chief Executive Officer and be a key member of the Senior Management Team. The United States Virgin Islands Economic Development Authority is deepening its focus on business development, capital investment, brand enhancement, and community redevelopment. This new position will launch an international trade and investment promotion program, oversee the Marketing Department and Enterprise Zone Commission, and influence a long-term vision for the Territory's economy. This executive will lead a team of seven (7) full-time employees and manage a \$1.3 million budget.

The key responsibilities of this executive position include the following:

- ✓ Design and implement an international trade and investment strategy
- ✓ Generate new export activity and attract new foreign direct investment
- ✓ Develop export promotion programs and organize trade missions
- ✓ Oversee a global marketing campaign enhancing the Territory's business brand
- ✓ Develop "pitch books" and market projects in international "road shows"
- ✓ Oversee development and deployment of neighborhood revitalization plans
- ✓ Provide advice and guidance on a long-term vision for the Territory's economy
- ✓ Cultivate enduring relationships with diverse stakeholders in the Territory
- ✓ Establish and manage strong relationships with key U.S. Government agencies
- ✓ Investigate grant sources and oversee preparation and submittal of applications
- ✓ Coach personnel, administer budgets, and drive operational efficiency

The Candidate

The successful candidate must be able to hit the ground running and quickly cultivate sustainable relationships with private and public sector stakeholders. A creative, resourceful, and innovative self-starter with outstanding interpersonal skills is sought. Confidence and probity should exude from the candidate. The ideal candidate will be a visionary strategist rooted in reality and grounded in good judgement. The capacity to lead, manage, and communicate in diverse cultural contexts with little direction is vital. The candidate must be genuinely collaborative, politically astute, and results oriented. A positive attitude, exemplary character, and patient personality are core attributes that must be possessed. A person of integrity who communicates effectively and executes to the best of their ability can thrive in this position.

The Employer

The United States Virgin Islands Economic Development Authority is a semi-autonomous state-level government agency with a seven (7) member board. Through our locations on the islands of St. Thomas and St. Croix, we promote economic growth, job creation, and wealth generation throughout the Territory. “Building a More Resilient Economy” is our fiscal year 2019 motto and we carry-out this mandate with nearly 50 team members and a consolidated annual operating budget exceeding \$7 million. We administer economic development tax incentives, provide small business financing and technical assistance, redevelop communities, and manage economic development parks with tenants. Please visit www.usvieda.org to learn more.

The Process

This is a confidential process and references will not be contacted unless there is mutual interest. Resumes will be reviewed and evaluated during the recruitment period. Candidates must submit a convincing cover letter, comprehensive resume, pre-interview questionnaire, and at least three professional references. This position is open until filled. However, candidates are encouraged to apply early as the Chief International Officer would ideally join the United States Virgin Islands Economic Development Authority in May 2019 or sooner. Finalists must sign a release form to authorize reference calls and credential verifications to be conducted.

Interested candidates may apply via email to hr@usvieda.org. Please contact Human Resources at 340-714-1700 if you have any questions about this position or the recruitment process.

The Qualifications

Education: A Bachelor's degree from an accredited college or university is required. A Master's degree in international affairs, public administration, business administration, or a related field is preferred.

Experience: This position requires a minimum of five (5) years of international economic development or international business experience. Candidates must have a proven record of achievement.

Language: Proficiency in either Spanish, French, German, Portuguese, Arabic, or Chinese (Mandarin or Cantonese) is preferred.

Selection: The Chief Executive Officer will select the most qualified candidate that best suits the needs of the United States Virgin Islands Economic Development Authority based on education, experience, accomplishments, interviews, and background screening.



The Compensation

The successful candidate will receive a competitive salary and benefits package.

The Environment

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, and photocopiers.

The Demands

This is not a sedentary role. Some stooping, walking, lifting, typing, talking, hearing, seeing, and repetitive motions may be required as necessary. This would require the ability to lift up to 20 to 50 pounds of force.

The Hours

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. However, alternative work schedules are available.

The Travel

Inter-island, interstate, and international travel is expected.

The Policy

It is the policy of the employer to not discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin.

The Duties

This brochure is not designed to cover or contain a comprehensive listing of required responsibilities. Responsibilities may change at any time with or without notice.

The Disclosure

This recruitment is for a semi-autonomous agency of the Government of the United States Virgin Islands. Information presented to the employer may be made available to the public.



The United States Virgin Islands St. Thomas St. Croix St. John

The history of the United States Virgin Islands is as rich as its people. Columbus was given credit for discovering the Virgin Islands on his second voyage to the New World in 1493. In the centuries that followed, the islands were ruled by the English, Dutch, French, Spanish, Knights of Malta, and Danes. During World War One, the United States bought the islands from Denmark for \$25 million in gold.

Our unique culture and history reflect the West African, Danish, Spanish, Irish, and German heritage of those who have made the United States Virgin Islands their home since the late 1400s. The rhythms and lyrics of Virgin Islands' music -- including calypso, cariso, soca, reggae, and steel pan melodies -- are colorful reminders of our past. Virgin Islanders also express themselves through painting, drawing, sculpture, and photography. The great Impressionist Camille Pissarro is just one of the Virgin Islands' distinguished artists.

To read more about the United States Virgin Islands, our culture or history, you may visit www.visitusvi.com.