Manager of Business Development

Central Illinois Regional Airport Authority, owner and operator of the Central Illinois Regional Airport (CIRA), is hiring a Manager of Business Development to help grow airport revenue, strengthen partnerships, and support regional economic opportunity.

About the Role

This position leads business development efforts maximizing Airport Authority real estate assets, commercial aviation and non-aviation business opportunities, terminal concessions, and other revenue generating initiatives.

What You'll Do

- Develop revenue-growth strategies and identify aviation and non-aviation business opportunities.
- Identify, pursue, and attract business and development opportunities to generate new revenue and community investment.
- Prepare proposals, financial analyses, reports, and presentations for airport business initiatives.
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Qualifications

- Four years of related professional experience; equivalent education and experience may be considered.
- Bachelor's degree in business, public administration, community/economic development, or related field preferred.
- Experience with contracts, leases, financial analysis, market research, real estate, or revenue management preferred.
- Strong entrepreneurial, communication, collaboration, and relationship-building skills.
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Position Details

This salaried exempt position is based at the Central Illinois Regional Airport in Bloomington, Illinois. The beginning salary is $80,000 to $85,000/yr. This position provides a comprehensive benefits package, including medical, dental, vision, and life insurance, paid leave and holidays, as well as participation in the Illinois Municipal Retirement Fund (IMRF).

Apply

Interested candidates should submit a cover letter, resume and 3 professional references to lynnette@cira.com by October 30, 2026.

Equal Opportunity Employer: The Central Illinois Regional Airport Authority is an Equal Opportunity Employer.

Central Illinois Regional Airport at Bloomington-Normal

JOB DESCRIPTION – MANAGER OF BUSINESS DEVELOPMENT

Department:	Administration
Reports to:	Executive Director/Deputy Executive Director
Direct Reports:	
DoL Status:	Salaried Exempt
Travel:	Some Travel
Updated:	

Position Summary:

The Manager of Business Development reports to the Executive and Deputy Executive Director while being responsible for driving revenue growth, maximizing asset value, and supporting the long-term financial sustainability of the Central Illinois Regional Airport Authority. The role oversees both aeronautical and non-aeronautical revenue streams, including concessions, properties management, commercial real estate, and new revenue development. This position develops and executes commercial strategies that strengthen airport competitiveness, increase airport revenue streams, create economic value for the community, and enhance the customer experience. Key responsibilities include identifying new business opportunities, optimizing existing revenue-generating operations, leading real estate and development initiatives, and negotiating commercial agreements.

Essential Functions:

- Develop and execute a commercial growth strategy that drives sustained growth and enhances the Airport Authority's competitive position.
- Identify and advance aviation/non-aviation related development opportunities that expand revenue streams, attract new business opportunities, and maximize the value of Airport Authority assets.
- Prospect, identify, evaluate, manage, and attract new real estate and business opportunities resulting in new private investment and airport revenue.
- Develop proposals, financial analysis, and business justifications to support strategic initiatives.
- Develop and manage a business strategy to retain and secure future growth from existing airport based aeronautical/non-aeronautical companies.
- Develop and maintain positive business relationships with local/regional businesses and economic development professionals to partner for new economic development.
- Develop and implement new revenue generating opportunities that align with customer needs and enhances the airport customer experience.
- Manage the administrative business requirements associated with attracting, developing, and managing new airport based business investments.
- Manage the Airport Authority's insurance and risk management functions including property, liability, vehicle/equipment, worker compensation, and public officials.
- Administer the Airport Authority's terminal advertising program to successfully maximize revenues.
- Develop and administer policies and procedures for tenants and concessions, ensuring compliance with contractual terms and facilitating excellent customer service.

- Collaborate with internal colleagues to plan and coordinate development initiatives for the cohesive execution of overall airport goals and operating requirements.
- Develop and manage property design standards.
- Administer the preparation and modifications of competitive solicitations that result in concession selection and award.
- Oversee administration, negotiation, preparation, and management of revenue agreements with commercial tenants and private sector businesses.
- Other duties as may arise.

Education, Experience and Requirements:

- 4 years of professional level experience in public or private business development and administration, with an emphasis on attraction, expansion or enhancement to increase revenue and maximize utilization of Airport Authority assets and property, or an equivalent combination of education and experience.
- Bachelor's Degree in business administration, public administration, community/economic development, or related field may substitute for two (2) years of the required experience.

Knowledge and Abilities:

- Ability to improve financial or operational performance, including revenue growth and attraction of new investment.
- Demonstrated understanding of commonly used complex public sector business development practices.
- Demonstrated experience developing and implementing economic development strategies and managing complex projects.
- Familiarity with common GIS and market demographic research tools and software.
- Proficiency with contract negotiation, financial and demographic analysis, lease and contract administration, business development, revenue management, and real estate management.
- Demonstrated self-starter with proven ability to identify, analyze, and resolve complex issues, perform collaboratively, entrepreneurially, and have the ability to prioritize tasks.
- Ability to express oneself effectively both orally and in writing and to establish/maintain effective working relationships with employees, government administrators and representatives, stakeholders, tenants, customers, elected officials and leaders within the business community.

Environment:

With suitable accommodation as needed, this position requires the employee to work in a professional office environment with occasional outdoor activity. This position works standard business hours and is subject to receiving calls after hours.

Physical Demands:

The position requires the ability to sit, talk and hear, use hands and fingers. The position also requires the ability to stoop, reach, bend at waist, feel and operate objects, tools or controls and reach with hands and arms. The employee must be able to stand for periods of time. The employee must be able to walk freely without restriction. The position requires the ability to lift and move items weighing up to ten (10) pounds. This position has specific vision requirements including close vision and the ability to adjust focus.

The Central Illinois Regional Airport Authority strictly adheres to terms of the Americans with Disabilities Act (ADA). As such, the Airport Authority will implement reasonable accommodations to assist employees with the performance of their duties.

Disclaimer:

This job description does not constitute an employment contract. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee who performs this job. Duties, responsibilities, and activities may change at any time. The Central Illinois Regional Airport Authority reserves the right to modify job duties or job descriptions at any time.

Signature:

Employee's signature below constitutes evidence of the employee's understanding of the requirements, essential functions, and duties of the position. By signing this Job Description, the Employee is acknowledging her/his duty to seek clarification of any term or condition of her/his employment of this description that is or becomes unclear during the term of her/his employment.

Employee: _____ Date: _____