



AUSTIN CHAMBER

OPPORTUNITY AUSTIN

Job Title:	Director Economic Development	Position Type:	Full-time
Department:	Economy	Reports to:	SVP Economic Development
Position Summary			
<p>The Greater Austin Chamber of Commerce, through Opportunity Austin, is one of the top economic development organizations in the United States. Opportunity Austin is a five-county economic development initiative to diversify the economic base and create quality jobs. The Austin Chamber of Commerce’s Economy Team consists of industry recruitment, business retention & expansion, research, admin/operations and technology innovation. The Team collaborates with other Chamber department team members on shared initiatives.</p> <p>The Director Economic Development is responsible for the recruitment of new industries/businesses to the Austin Region.</p>			
Roles and Responsibilities			
<p>The Director Economic Development performs a variety of functions to ensure the overall success in meeting the goals of the Economy Team.</p> <ul style="list-style-type: none"> • Develop annual strategy plan for the recruitment of companies in specified industry sectors • Generate and pursue prospect in target industry sectors • Maintain files utilizing in-house database for prospect activity tracking • Cultivate relationships with national brokers, site selectors and others for lead generation • Compile regional responses to Requests for Information • Host prospects and organize tours/meetings providing a first-class customer service experience • Organize marketing recruitment trips to various out of market cities and coordinate participants including Opportunity Austin investors and regional economic development partners • Work with regional economic development partners in the recruitment of companies • Provide presentations to all size groups (including use of PowerPoint and Prezi) • Conduct at least 10 Business Retention surveys annually in targeted industry sector • Coordinate with Manager, Corporate Expansion on outreach strategies to local industries in specified industry sectors to determine supply chain for recruitment purposes • Coordinate with Communications/Marketing for press items related to new relocations • Cultivate and maintain relationships with companies recruited and act as a local resource as they grow • Responsibilities and duties may extend beyond those listed <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Valid Texas driver’s license and ability to drive a Suburban • Bachelor Degree and above and/or equivalent work experience • 3-5 years experience in economic development, sales, real estate or related field <p>PREFERRED SKILLS</p>			



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This position requires an individual who possesses the following qualities and skills and has a desire to be part of an energetic, fast-paced team:

- Professional, “can-do” demeanor
- Energetic, highly motivated, self-starter
- Team player with positive attitude
- Excellent organizational skills with ability to multi-task and work on a variety of types of projects and requests with short deadlines (Directors individually handle approximately 30-35 projects at any given time and as a team host about 150 prospects annually)
- Excellent communication skills, both verbal and written
- Open to taking direction and learning new skills
- Good interpersonal skills and works well with others
- Strong computer skills in Microsoft Office Suite (PowerPoint, Excel, Word)
- Knowledge of social media for lead generation
- Able to learn new software platforms

ADDITIONAL NOTES

The Director Economic Development plays an important role on the Economy Team in achieving overall goals and objectives.

Last Updated By:	Charisse Bodisch, SVP Economic Development	Date:	06-04-18
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