



<b>Job Title:</b>	VP Corporate Retention & Expansion	<b>Position Type:</b>	Full-time
<b>Department:</b>	Economy	<b>Reports to:</b>	SVP Economic Development
<b>Position Summary</b>			
<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 &amp; expansion, research, admin/operations and technology innovation. The Team collaborates with other Chamber department team members on shared initiatives.</p> <p>The VP Corporate Retention &amp; Expansion is responsible for the growth and sustainability of the local industry base in the Austin Region.</p>			
<b>Roles and Responsibilities</b>			
<p>The VP Corporate Retention &amp; Expansion performs a variety of functions to ensure the overall success in meeting the goals of the Economic Development Team.</p> <ul style="list-style-type: none"> <li>• Works closely with the SVP Economic Development and other Team members in the refinement and/or development of Business Retention &amp; Expansion initiatives and strategies to meet goals in accordance with Opportunity Austin</li> <li>• Leads the continuous development of business partnership programs and the economic development Regional Partner (RP) program</li> <li>• Identifies local corporate expansions and responds to Requests for Information (RFI) accordingly</li> <li>• Facilitates resolutions to needs/issues identified from local company interactions</li> <li>• Coordinates and organizes prospect tours/meetings providing a first-class customer service experience</li> <li>• Cultivates relationships with local, state, and regional economic development organizations</li> <li>• Cultivates and maintains relationships with companies recruited/expanded and serves as a local resource enabling their growth</li> <li>• Collaborates across Austin Chamber Departments regarding local company outreach and to facilitate needs for corporate expansions</li> <li>• Coordinates with Communications/Marketing for relevant media/press releases for corporate expansions</li> <li>• Assists in the recruitment and expansion of high-value prospects in targeted industry sectors</li> <li>• Maintains files utilizing in-house databases and software platforms for tracking prospect activity</li> <li>• Provide presentations to groups of all sizes</li> <li>• Provide leadership and guidance to Economy team members on economic development best practices</li> <li>• Responsibilities and duties may extend beyond those listed</li> </ul>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• Valid Texas driver’s license</li> <li>• Bachelors Degree and above and/or equivalent work experience</li> <li>• Over five-years experience in economic development, sales, or related field</li> <li>• Knowledge of economic development principles, finance and real estate</li> </ul>			
<b>PREFERRED SKILLS</b>			



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:

- Ability to handle leadership role and make sound decisions
- 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
- Able to manage multiple prospects simultaneously
- 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 platforms
- Able to learn new software platforms such as CoStar, Tracker, Sales Force, and others

**ADDITIONAL NOTES**

The VP Business Retention & Expansion plays an important role on the Economy Team in achieving overall goals and objectives.

Last Updated By:	Charisse Bodisch, SVP Economic Development	Date:	08.18.2021
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