<table>
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<th>Job Title:</th>
<th>Director Economic Development</th>
<th>Position Type:</th>
<th>Full-time</th>
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<td>Department:</td>
<td>Economy</td>
<td>Reports to:</td>
<td>SVP Economic Development</td>
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**Position Summary**

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.

The Director Economic Development is responsible for the recruitment of new industries/businesses to the Austin Region.

**Roles and Responsibilities**

The Director Economic Development performs a variety of functions to ensure the overall success in meeting the goals of the Economy Team.

- 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

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- 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

**PREFERRED SKILLS**
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: | 9.2.2022 |