**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, and technology innovation. The Team collaborates with other Chamber department team members on shared initiatives.

The VP of Global Technology and Innovation is responsible for the program development of international and domestic initiatives and collaborations that support the continued growth and success of innovation in the absence of the SVP Economic Development.

**Roles and Responsibilities**

The VP of Global Technology and Innovation performs a variety of functions to ensure overall success in meeting the goals of the Economy Team.

- Work closely with the SVP Global Technology and Innovation and Global Technology Innovation Coordinator, in the refinement and/or development of innovation initiatives and strategies for the Global Tech and Innovation Team.
- Monitor the state of the innovation ecosystem, investment activity, and innovation trends that impact the Central Texas Innovation ecosystem to launch strategic programming and initiatives.
- Remain updated on current global and regional innovation and technology issues.
- Facilitate collaborations and relationships among key technology and innovation leaders; corporate enterprises, startups, and scaleups, interested in the innovation ecosystem; angel investors; venture capitalists; and other investors.
- Develop and maintain engagement and relationships with key organizations, including global and local incubators, accelerators, trade associations, consulates, embassies, universities, and other innovation ecosystem organizations.
- Work with the SVP of Global Technology and Innovation to manage and execute international and domestic marketing trips focused on key markets.
- Co-launch programming and key events to further the success of innovation and high-growth companies in the Austin Region.
- Attract and support the establishment and growth of headquartered companies in the Austin Region.
- Build relationships and facilitate collaborations with international corporations, investment funds, family offices, and HNWI, to increase capital into the Austin Region.
- Create, maintain and manage incoming startup, investment, and innovation ecosystem projects.
- Update the Economic Development Council on the Global Technology and Innovation metrics and activities that affect traction towards those metrics.
- Research, obtain, and review data including funding, global investment, and startup activity.
- Host international and domestic prospects, and potential investors interested in the Austin Region.
- Participate in speaking opportunities that advance awareness and the execution of the Global Technology and Innovation initiatives as listed in the Opportunity Austin Strategic Plan.
- Responsibilities and duties may extend beyond those listed.
QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Valid Texas driver’s license
- Bachelor’s degree and above and/or equivalent work experience
- Three to five-years’ experience in economic development, entrepreneurial programming, sales, real estate, or related field
- Knowledge of economic development principles, finance, real estate, family office wealth management, and venture capital preferred.

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:

- 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 projects simultaneously (the office handles approximately 23 high value contacts per week, 2 international delegations per week, assisting 10 businesses per week with plans to increase each year)
- 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 such as ecosystem.austinchamber.com, Pitchbook, Hubspot

ADDITIONAL NOTES

The VP Global Technology & Innovation plays an important role on the Economy Team in achieving overall goals and objectives.

| Last Updated By: | Roland Peña, SVP Global Technology and Innovation | Date: | 1-29-2023 |