



The Chamber of Commerce of West Alabama (Chamber) is a private, non-profit, membership-driven organization comprised of more than 1,300 business enterprises, civic organizations and educational institutions. The Chamber is seeking applicants for the executive leadership position of Vice President for Economic Development.

Title:

Vice President for Economic Development

Responsibilities:

- Leads all economic development activities of the Chamber, including the aggressive recruitment and development of knowledge-based and technology-related businesses
- Establishes strong communication and actively engages with site selection firms, company executives, business owners, brokers and public officials to encourage companies to locate or expand in the community
- Proactively engages with local and statewide economic development agencies, higher education institutions, local government and other entities to advance economic development projects and initiatives
- Leads the retail recruitment efforts of the City of Tuscaloosa and the Chamber at International Council of Shopping Center events
- Consults with and provides support to prospective and existing retail and commercial investors
- Hosts prospect tours and visits for site selection firms, consultants, developers and investors to introduce them to the culture of the community and the vibrancy of the local market
- Coordinates the research and dissemination of information and data for economic development projects and initiatives
- Coordinates the creation of professional marketing and promotional materials tailored for targeted markets and businesses
- Monitors and makes recommendations for a robust and informative website that specifically addresses the community's economic development efforts, successes, programs, services, information and data
- Manages the Chamber's participation in economic incentive analysis and recommendation
- Represents the Chamber in planning efforts for significant economic and community development projects and initiatives, including those currently underway and as initiated through community benchmarking
- Coordinates public policy and advocacy efforts as related to economic and community development projects and initiatives
- Represents the Chamber as the primary point of contact for The University of Alabama and external partners for all matters related to *The Edge – Incubator and Accelerator*, including business operations, tenant recruitment, programming and marketing
- Provides information, guidance and administrative support for meetings and activities of the Mayor's Business Advisory Council
- Prepares and presents information for meetings of the Chamber's Board of Directors, Executive Committee and other entities, as requested
- Assists with planning and execution of the annual Community Benchmarking Trip, Chamber in Session series and Small Business Roundtable luncheons
- Actively participates in programs and events hosted by the Chamber of Commerce Association of Alabama, Association of Chamber of Commerce Executives, Economic Development Association of Alabama and other professional organizations, as appropriate

Requirements:

- Excellent understanding of the needs of business and deal-making skills to discern prospect needs and make appropriate decisions regarding information submitted, key introductions to be made, etc.
- Highly motivated self-starter, can work well both independently and within a team environment
- Strong organizational, analytical and time management skills to be able to handle multiple projects and priorities
- Excellent verbal, written and presentation skills
- High level of professionalism to interact with C-level executives, company representatives, elected officials, peers and the public
- Display a positive attitude and be amicable, even-tempered, and upbeat with community members, prospects and co-workers
- Creative and innovative when solving problems and generating ideas
- Capable of maintaining information of a highly sensitive and confidential nature
- Proficient in Microsoft Office programs including Outlook, Excel and Word
- Must be able to work normal hours of 8:30 a.m. – 5:00 p.m., Monday through Friday
- Participation in occasional early morning and evening meetings/events is required
- Occasional out-of-town and overnight travel is required

Accountability:

- Reports directly to the President and CEO
- Accountable to staff members and volunteers by ensuring their needs are met and questions are answered in a friendly and professional manner
- Maintains a high ethical standard in dealing with information of a highly confidential nature
- Works cooperatively and positively with all Chamber staff members and volunteers to promote an environment of excellence and teamwork
- Exhibits a total commitment to maintaining high quality service standards of the Chamber of Commerce of West Alabama; demonstrates service excellence skills in dealing proactively with prospects, members, public officials, visitors, colleagues, and all Chamber contacts

Compensation and Benefits:

- Competitive salary, commensurate with education and experience
- Health insurance (BCBS)
- Accidental Death and Dismemberment insurance
- 401(k) program
- Mileage reimbursement
- Cell phone reimbursement
- Paid personal time off
- Administrative support

Application Process:

Please send a cover letter, résumé and references to:

Chamber of Commerce of West Alabama
ATTN: Jim M. Page, President and CEO
P.O. Box 020410
Tuscaloosa, AL 35402
OR
jim@tuscaloosachamber.com

Application Deadline:

Friday, January 4th, 2019