

## Job Description



Position Title: **Director of Business Attraction**  
Employee Name: \_\_\_\_\_  
Report To: Vice President of Economic Development  
Department/Division: Economic Development  
Classification: Exempt

### **Summary of Position:**

The Director of Business Attraction reports to the Vice President of Economic Development and manages the program of work for the Business Development Division. The primary goal is to increase Mobile's global competitiveness, create new jobs, and enhance economic growth. The Vice President of Economic Development gives specific direction and assignments to the Director of Business Attraction with respect to project activity and lead generation.

### **Essential Functions:**

- Manage business development activities to attract industrial and professional prospects and monitor all project activity to create new jobs and investment in the community.
- Manage all new and expanding industrial or back office projects, including answering RFIs, site identification, introductions to various local and state partners, setting up calls or in-person visits, manage relationships throughout the duration of the project, negotiate incentives, etc.
- Organize and manage the department's CRM platform to record relative data regarding new and expanding projects in the Mobile area.
- Actively partner with state, regional, and federal allies to promote the advantages of Mobile as a top venue for global commerce.
- Represent projects to the Industrial Development Board and Industrial Development Authority, ensuring all necessary paperwork and documentation is correct and in order.
- Identify and manage new lead generation activities and strategies, including creating and implementing a strategy to identify and build relationships with key supply chains of aerospace manufacturing, chemical manufacturing, metal manufacturing, and logistics/warehousing operations.
- Identify and manage various trade shows, conferences, and office visits to build relationships with key site selection firms and targeted companies, including international and domestic trade shows and conferences.
- Work with the local and state economic development partners to prioritize and encourage development and infrastructure expansions that align with Plan of Action items.
- Assist in developing the department's Plan of Action and developing division budget to meet the departments objectives.
- Works with Vice President to manage personnel and operations to assure that department goals and objectives are met.
- Supports the importance of Diversity, Equity and Inclusion throughout the Chamber and its program of work.
- Attends staff, departmental meetings, and safety and health training, as required, on time.
- Works when scheduled and complies with company attendance policy.
- Observes and practices all safety procedures and policies.
- Travels as required.

**Skills, knowledge and abilities:** (these are required to enable job holder to perform the essential functions of the job). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Ability to always demonstrate confidentiality.
- Ability to be self-sufficient, independent, and resourceful.
- Ability to interact with colleagues, supervisors and members face to face.
- Ability to communicate clearly, orally, in writing, and uses emotional intelligence to work through challenges and issues.
- Must be able to demonstrate effective public speaking skills.
- Must possess communication skills to deal and negotiate with members of all backgrounds and personalities.
- Must be able to use applied knowledge to formulate positive solutions to problem situations.
- Must be able to effectively read, write and communicate in English.
- Must have above average computer skills including Microsoft Office Programs.
- Must be able to add, subtract, multiply and divide, using fractions and decimals.
- Must be able to work well under pressure and manage priorities.
- Must be able to demonstrate organizational skills and attention to detail.
- Must be able to lift and carry up to 25 lbs. occasionally.
- Must be able to see within normal range with or without corrective lenses.
- Must be able to sit for extended periods of time while using hands, fingers and wrists repetitively on a keyboard.
- Must be able to occasionally climb stairs.
- Must be able to stand and walk throughout the day.
- Must be adaptable to change with short notice.

**Marginal Functions:** (Duties that are likely to be assigned to this person unless he/she proves unable to perform them after receiving training and/or accommodations that the company judges appropriate).

- Participates in conferences and training as directed
- Position requires meetings and activities outside of regular work hours; must be flexible
- Other duties as assigned

**Experience/Education:**

High school graduate or G.E.D. Bachelor’s degree in related field with a minimum of five years’ experience in business development, economic development, chamber management or related activities required. A graduate from Economic Development Institute a plus. Strong communication and relationship skills required. Must have a valid driver’s license and pass a background and motor vehicle check. Must have valid passport.

**Work conditions:**

This position includes both environmental conditions: Activities occur inside and outside.

*Mobile Area Chamber of Commerce is an Equal Opportunity Employer All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*

*I have read and understand this job description and agree that I am able to fulfill the essential functions as stated above with or without accommodation. I further understand that it is my responsibility to request an accommodation, if necessary, to fulfill the essential functions of this position.*

\_\_\_\_\_  
Applicant’s / Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President/CEO Signature

\_\_\_\_\_  
Date