

## Job Description



Position Title: **Existing Industry Manager**  
Employee Name: \_\_\_\_\_  
Report To: Vice President of Economic Development  
Department/Division: Economic Development/Existing Industry  
Classification: Exempt

### **Summary of Position:**

The Existing Industry Manager administers the Chamber's business retention efforts. The Manager responds to requests for assistance from members, the public, and business prospects. This position communicates and builds relationships directly with the business community, particularly Partners for Growth investors, and acts as a liaison between the Existing Industry Division and all departments across the Mobile Area Chamber of Commerce.

### **Essential Functions:**

- Visits a minimum of ten members monthly to build goodwill and gather information to share on needs and opinions.
- Develop and maintain relationships with various agencies and organizations offering business assistance in Mobile and the State of Alabama.
- Respond to members' needs and provide business assistance including research, networking, and tracking responses to industry inquiries and connecting members with other members and partners.
- Create, implement, and plan a program of work regarding various sector councils to promote business resiliency, including MAST and the South Alabama Aerospace Council.
- Actively work with the Business Development Division to create and implement plans to identify and attract suppliers of major industrial operations in Mobile.
- Facilitate and build close relationships with Innovation Portal and potential clients of the program.
- Manage and track various reports for economic development projects after announcement with the Industrial Development Board and the Industrial Development Authority.
- Plan and execute booth involvement and sponsorships for various trade shows and meetings regarding existing industry, including Partners for Environmental Progress and others.
- Manage the Chamber's international trade efforts as it relates to existing industry, including managing certificate of origins, organizing trade briefings and seminars, and promoting trade missions in partnership with the State of Alabama.
- Prepare annual budget for the Existing Industry Division and maintain accurate revenue and expense records.
- Organize, secure and maintain electronic files pertinent to existing industry efforts through the departments CRM platform.
- Provide exceptional and timely customer service to current and potential investors; respond to investor inquiries and requests for information in conjunction with the Vice President of Economic Development.
- 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 three years’ experience in business development, economic development, chamber management or related activities required. Strong communication and relationship skills required. A graduate from the Economic Development Institute a plus. Must have a valid driver’s license and pass a background and motor vehicle check.

**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