



## **Job Description**

**Position Title:** Director

**Reports To:** Vice President of Economic Development

**Department/Division:** Economic Development Department  
Business Retention and Expansion

### **Summary of Position:**

The Director of Business Retention and Expansion administers the Chamber's business retention and expansion effort, including surveying area businesses, and following up with appropriate parties on the survey responses. Responds to requests for assistance from members, the public, and business prospects.

### **Principal Accountabilities:**

Implements Business Retention and Expansion Synchronist survey and company visitation program.

Personally visits at least five Chamber members per month for the purpose of building goodwill and gathering information with the Synchronist program to share on member needs and opinions.

Develops and maintains liaisons with all other agencies offering business assistance.

Responds to members' needs for information and business assistance.

Plans and implements meetings of the Business Retention and Expansion Committee, the Oil & Gas Task Force, the Gulf Coast Technology Council, and other committees as required.

Plans and executes all booth involvement in various trade shows including Offshore Technology Conference, Partners for Environmental Progress, and others.

Coordinates the mentors in south Alabama for the Alabama Launchpad program.

Prepares annual budget for the Business Retention and Expansion division and maintains accurate income and expense records.

Assists Vice President with special research and development projects.

Carries out other duties as assigned by the Vice President of Economic Development.

**Areas of Delegated Responsibilities:**

Request staff assistance from Project Coordinator.

**Education/Experience:**

Bachelor's Degree with preferred emphasis on Marketing and Communications.

**Location of Office:** 451 Government Street, Mobile, Alabama 36602

This position is classified as **Exempt**.

This accurately reflects the description of my job and primary responsibilities.

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**Employee (Printed)**

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**Employee (Signed)**

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**Date Signed**

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**Vice President (Printed)**

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**Vice President (Signed)**

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**Date Signed**

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**President (Printed)**

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**President (Signed)**

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