



Job Description

Position Title: Vice President of Economic Development

Reports To: President and CEO

Department/Division: Economic Development Department

Summary of Position:

The Vice President of Economic Development reports to the President and staffs the economic development council and the several subcommittees or boards that may be assigned. The President and CEO assigns specific direction and duties. The Vice President of Economic Development implements program activities of the various committees that may be assigned by the volunteer chairmen. Assignments and progress are regularly reported to the President. The overall responsibilities of the Vice President of the Economic Development Department are threefold: 1) to recruit new industry to the Mobile area; 2) to assist existing industries in their expansion needs; 3) to manage programs and activities designed to enhance the area's marketability (workforce development, infrastructure, international trade and industrial park development).

Principal Accountabilities:

Provides supervision to the staff of the Economic Development Department, which includes the research and information division, the trade division, the business development division, the Center for the Workforce Development, and all support personnel thereof.

Develops a Plan of Action and budget to accomplish the objectives of the Economic Development Department.

Communicates with the vice chair of Economic Development in the development of goals and objectives of the Department's annual Plan of Action, and communicates regularly with the vice chair the progress made toward the accomplishment of those goals and objectives.

Directs the establishment and work of various task forces to offer meaningful assistance and programs for the benefit of member companies, and provides staff support to facilitate task force activities.

Establishes, with the various chairs, priorities for the councils, committees, task forces and programs within the Department, and sees that those priorities are implemented.

Directs the publication of promotional materials, development of audio visual, and other support literature to promote the County's business climate in a professional manner.

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Seeks industrial prospects through: trade shows, personal contacts, news media, business periodicals/newspapers, Alabama Department of Commerce, consulting firms, utility companies/railroads, local construction companies/realtors and focused trips to selected cities.

Maintains good working relationships with other development agencies, planning organizations and private firms in order to be of immediate assistance in working with business prospects.

Assists local businesses with research and inquiries relative to their successful operation.

Serves as Secretary to the Industrial Development Board of the City of Mobile, the Industrial Development Authority of Mobile County and the Industrial Park Board of Mobile County.

Partners with other agencies, on behalf of the Chamber, to initiate projects to improve infrastructure to support business needs.

Personally visits at least three Chamber investors per month for the purpose of building goodwill and gathering information to share on member needs and opinions.

Interviews and hires personnel for the Department following the procedures set out by the organization, and with the approval of the President.

Manages the personnel and operations of the Department to assure that stated goals and objectives are met.

Evaluates the performance of each member of the Department answering directly to the President and CEO on a regular basis.

Approves all purchases for the Economic Development Department including Trade, Business Development and Research and Information Divisions.

Reviews attendance records of those employees under his/her supervision. Approves for further review, requests for vacation and leaves of absence. Responsible for the guidance of those employees under his/her supervision.

Areas of Delegated Responsibilities:

Assigns duties to Economic Development Department's Coordinator of Administrative Services, Director of Research/Information Division, Director of the Business Development Division and support staff.

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Education/Experience:

Bachelor's degree required and Master's degree in business administration or related field preferred. A minimum of 5 years experience in economic development, Chamber of Commerce management, or related activity. Must have industry location experience. Excellent planning, writing and verbal skills required.

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

This position is classified as **Exempt**.

Employee _____ **President** _____

Date _____

Updated January 2018