



Job Description

Director, Economic Development Projects

Employment Classification & Job Status: Non-exempt & At Will

Reports To: Vice President, Economic Development

Duties & Responsibilities:

- Facilitate and manage responses to requests for proposals and research inquiries. Create research-based updates for investors, communications, and marketing efforts.
- Contribute to development and implementation of workforce development and talent pipeline initiatives.
- Build relationships with existing industries. Communicate resources, provide connections and support.
- Coordinate regular meetings of and communications to the Chamber Workforce Council.
- Cultivate and actively maintain contacts with the Alamance County Human Resources Association, real estate community, Economic Development Partnership of NC, and North Carolina Economic Developers Association.
- Cultivate connections with new companies. Establish contact program for the first year of operations
- Maintain site and building database, assist with site identification and certification efforts. Enhance marketing of key, large sites and/or buildings and presentation on the Chamber website.
- Develop system to track and monitor client inquiries and status of projects.
- Lead communications and marketing efforts to include economic development newsletter, investor and local industry updates, presentations, website, and social media.
- Partner with Director, Investor Engagement for event planning and execution of Investor Annual Meeting, Economic Summit, Talent/Workforce event.
- Support Career Accelerator Program and other work-based learning initiatives through business/education partnerships.
- Brainstorm, evaluate, and implement creative, impactful economic development initiatives.

Skills Required:

- Education – Minimum of associates degree in combination with appropriate level of work experience
- Work Experience – minimum of two years of experience in related field(s)
- Must be highly organized; ability to conceptualize but also very attentive to detail
- Possess excellent written and oral communication skills
- Comfortable with public speaking and/or making presentations
- Excellent computer skills particularly with MS Office Suite, Wordpress, Adobe Creative Suite.
- Self-motivated and directed and able to work independently with little supervision
- Comfortable with deadlines but also able to quickly shift focus and/or priorities
- Ability to interact and communicate with diverse personalities and constituents

Evaluation: Annual performance review by Vice President, Economic Development. Evaluated against program goals and objectives, ability to complete assigned tasks in form and manner that meets/exceeds customer expectations.

September 2021