



## Senior Director, Economic Development – Job Description

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**Employment Classification & Job Status:** Exempt & At Will

**Reports To:** President

**Duties & Responsibilities:**

- Serve as main economic development contact for Alamance County for new and expanding industries, community development, and other economic development projects
- Manage all aspects of new business recruitment or expansion including site identification, proposal response, incentive compilations, visit itineraries, and client presentations
- Responsible for strategic planning and program implementation for all aspects of economic development
- Supervise and manage Director, Small Business and Entrepreneur Development, Director, Economic Development Projects, and Economic Development Project Coordinator
- Coordinate with municipal, county, regional and state points of contact for economic development projects and initiatives
- Work with Director of Economic Development Projects to develop, maintain and support relationships and communications with existing industries
- Assist Chamber President to provide incentive fulfillment services after a company location or expansion
- Assist Chamber President in developing and managing annual program of work and budget for economic development
- Participate in regional and state-led marketing opportunities for economic development
- Assist Chamber President in planning and facilitating economic development committee and Economic Development Foundation board meetings. Attend Chamber board meetings.
- Performs other duties as assigned by Chamber President

**Evaluation:** Annual performance review by Chamber President. Evaluated against goals and objectives set forth in program of work and Economic Development Foundation fundraising prospectus.

February 2022