

**JEFFERSON COUNTY
CHAMBER OF COMMERCE
JOB DESCRIPTION**

ECONOMIC/BUSINESS DEVELOPMENT DIRECTOR

Position Reports To: President and CEO of the Jefferson County Chamber of Commerce

Salary Status: Exempt

Responsible for the implementation of an aggressive economic development and marketing program that will enable the county to develop a balanced economy, increased employment, diversified tax base, and better quality of life. Responsible for, but not limited to, development, recruitment, retention, and expansion in the business, industrial, logistic, retail, and tourism sector of economic development.

Principal Duties and Responsibilities

- Recruit business, industry, and retail to the county and serve as the county's official representative in dealings with prospective clients. This shall include, but not be limited to, assessing the needs and desires of prospective clients; explaining the advantages of locating new or expanding facilities in the county; providing and responding to specific requests for information relating to the suitability of land and various sites for use by specific businesses and industries; transporting, entertaining, hosting, and arranging tours of county facilities; showing available real estate and buildings; and assisting the Chamber President in developing incentive packages and conducting final negotiations to secure new business/industry development.
- Create a strong Jefferson County brand utilizing professional assistance to devise consistent brand messages, recognizable logo, and appealing themes.
- Initiate Jefferson County "road shows" in Knoxville, Nashville, Atlanta, Charlotte, etc. to raise awareness that Jefferson County is now open for business.
- Establish relationships with professional site selection consultants who can bring prospective new operations to Jefferson County.
- Create fresh collateral material supported by accurate economic data with a distinctive Jefferson County style for use in responding to inquiries, in direct mail, and at target sector trade shows and events.
- Travel to target sector events and trade shows, as well as corporate real estate gatherings to meet those who direct or influence site selection decisions.
- Create a Jefferson County website geared to maximize inquiries relating to relocating in the area. Aggressively use state-of-the-art E-media to target decision makers and allies to drive hits to the website.
- Involve volunteer business leaders on recruiting missions to target-rich environments.
- Participate in state-led prospect recruitment missions.
- Support existing business and industry and assist in problem resolution, retention and expansion including assist Chamber President serving as moderator with local and state agencies to obtain available assistance, resolve misunderstandings, and negotiate settlements/resolutions.

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- Establish and maintain contacts with federal, regional, and state development organizations, private business development partners, and consultants.
- Partner with surrounding counties to promote a regional approach to economic development, and assist Chamber President with infrastructure expansion, and educational achievement.
- Work to ensure that Jefferson County meets the requirements of Tennessee's Three-Star Program for Economic Preparedness.
- Attend the monthly meetings of Jefferson County Commission and City Councils as needed
- Establish and implement a consistent incentive program for cities and county.
- Assist the Chamber President in providing staff to the County Industrial Board.
- Assist Chamber President in obtaining grants/loans for business/industry/infrastructure development projects and research the availability of other funding opportunities.
- Assist Chamber President and attend meetings of all standing committees of Jefferson County and make presentations as required. This includes meetings of the governing bodies of the Economic Development Oversight Committee, and Chamber of Commerce.
- Assist Chamber President to work to engage community organizations in Partnership programs; generate public and private support through public speaking engagements and individual meetings.
- Perform other duties as required.

Education and Experience Required

Minimum qualifications include a bachelor's degree from an accredited college or university, preferably economic and community development or related field, and a minimum of five years of proven and successful experience in an economic development organization, or any combination of experience and training deemed as equivalent. Preference will be given to candidates who have a Master's degree and/or are Certified Economic Developers. Applicants also should have a proven track record in recruiting new and assisting existing industry and administering a budget using sound fiscal management principles. This person must be familiar with the latest economic development trends; have demonstrated experience and knowledge of the industrial site selection process, including recruitment, proposal development, and working with industrial prospects and retail on site selection consultants. Strong verbal and written communication skills and strong listening skills are required.

Knowledge, Skills, and Abilities

The incumbent should possess professional maturity, creativity, objectivity, good judgment, and excellent decision-making and problem-solving skills. Should be able to communicate persuasively and possess a record of being a team player, forming effective working relationships, and building consensus. Should be self-confident, persistent, energetic, highly motivated, well organized, and time flexible.