



SMALL BUSINESS MANAGER

Position Description

POSITION SUMMARY

The Greater Columbus Georgia Chamber of Commerce (the “Chamber”) is the lead business, marketing, and economic growth organization in the Columbus Georgia area. The organization is responsible for driving activities that coordinate business connectivity, attracts new businesses and capital investment, fosters a sense of place, and supports a talented workforce.

The Small Business Manager plays a critical support role in developing and advancing the economic development strategy and execution of the organization’s mission. This position actively supports the Chamber internally and externally in advancing economic development primarily via helping small business clients reach their goals by providing a wide range of educational and consulting services. The Small Business Manager will report directly to the Senior Director of Economic Development. The Small Business Manager will also coordinate and collaborate across the organization at the direction of the department manager.

PRIMARY RESPONSIBILITIES

- Primary contact for small business development with companies that have less than 50 employees, small manufacturers engaged in trade work, aspiring entrepreneurs, or are “makers”.
- Develop and maintain knowledge of resources for small business support such as lending, workforce solutions, City infrastructure (planning, licensing, permitting, etc.), and other applicable resources to support growth.
- Undertaking daily administrative tasks to ensure the functionality and coordination of small business programs, outreach, and activities, including facilitating outreach meetings and event coordination.
- Reporting small business outreach progress and success, including targeted areas, by using data and marketing research.
- Conduct 20 small business site visits per month; targeting businesses that are manufacturing a product or have an innovative approach and/or process.
- Identify and report on resources needed to sustain and grow businesses and host at least quarterly engagement opportunities.
- Identify businesses with high growth potential and track success. Also deliberately inquire about supplier and vendor activity and support as needed.
- Foster relationships with local organizations that support small business development (SCORE, SBDC, Small Business Administration, Department of Community Affairs, Community Reinvestment).
- Assist the economic development team to ensure that website materials, research data, and demographics are correct and support our ability to compete for opportunities.
- Manage special projects and outreach to support the growth and connectivity of small businesses.

- Promote the mission and core values of the Chamber while supporting a positive work environment.
- Perform other duties as assigned.

SKILLS & QUALIFICATIONS

Education & Experience:

- Associate or Bachelor's Degree in Business or a related field.
- Two years of professional experience in a closely related field will serve candidates well.
- Familiarity with Small Business Development and Economic Development a plus.
- Experience with team structure, including individual and team goals, team building, and team leadership skills.

Required Skills:

- Effectively deal with the public, possessing strong oral and written communication skills and a professional demeanor.
- Ability to provide direction and technical assistance to small businesses.
- Ability to identify local opportunities, resources, and needs that can be met by the Chamber's programs and services.
- Proficient in business writing, grammar, and business etiquette.
- Self-starter with the ability to thrive in a fast-paced, team environment, and be highly organized. He or she must also use good judgment; have the ability to understand the big picture and the logical order of projects.
- Time management skills with the ability to effectively prioritize and manage multiple tasks and priorities simultaneously; must be able to adapt to change quickly.
- Solutions-oriented professional focused on attaining performance results.
- Strong communicator with excellent written, verbal, and interpersonal skills, especially in the area of communicating with a variety of stakeholders (i.e. general public and the business community).
- High level of ethical standards, discipline to self-start and work independently and remotely.
- Candidate must have the ability to travel as needed (5 - 10%).
- Computer proficient in Microsoft Word, Excel, and Adobe Acrobat.

Interested candidates should submit a cover letter and resume to Joe Sanders at jobs@columbusgachamber.com