



VICE PRESIDENT OF ECONOMIC DEVELOPMENT Position Description

POSITION SUMMARY

The Greater Columbus Georgia Chamber of Commerce (the “Chamber”) is the lead business, marketing and economic growth organization in West Central Georgia. The organization is responsible for coordinating business connectivity, attracting new businesses and capital investment, fostering a sense of place and supporting workforce development.

The Vice President of Economic Development, as a senior team member, plays a critical role in developing and advancing the economic development strategy to implement the organization’s mission. This position actively supports the Chamber internally and externally in advancing economic development primarily via attraction of jobs, land capacity building and facilitating outcomes that deliver private investment and overall economic growth. The Vice President of Economic Development will report directly to the Chief Executive Officer of the Chamber. The Vice President of Economic Development will also coordinate and collaborate across departments and with the senior leadership team to successful economic development outcomes. A high level of coordination and alignment with the Development Authority of Columbus, and the Valley Partnership Joint Development Authority. The Columbus 2025 is also in integral component for alignment through the targeted economic growth action area.

PRIMARY RESPONSIBILITIES

- Developing and implementing a robust and progressive attraction, retention, existing industry and redevelopment activities for the Chamber that advances job growth, new real estate options, workforce supply, private investment and quality of life.
- Prioritizing traditional economic development activities to build a robust project opportunity pipeline and successfully locate job creating projects.
- Developing and implementing strategy that considers and attempts to address economic mobility and economic inclusion.
- Directing and conducting research to support economic development activities.
- Developing and tracking economic impact measures that will serve as benchmarks for future economic development strategies, performance management and annual goal setting.
- Implementing an economic development strategy that includes:
 - Work with local, regional, state-wide and national strategic partners including Georgia Department of Economic Development, site selection consultants, and other entities involved in the economic development process to advance economic development for Columbus, the Valley Partnership and the region.
 - Coordinating with applicable City departments and other organizations actively participating in the advancement of economic development and annual budgeting.
 - Designing and executing outreach to existing businesses that are located in Columbus.
 - Supporting and advancing, as necessary, redevelopment activities in the market while leveraging State and Federal Opportunity Zones, Military Zones and in other areas as tools exist.
 - Marketing Columbus to prospective businesses at meetings, conferences and other venues.
 - Maintaining accurate and up-to-date accounting of available properties, existing industrial

- parks, greenfield, brownfield sites, existing buildings, spec buildings and be prepared to present to partners and prospective business clients.
 - Developing marketing materials specific to the client needs in a timely manner and coordinate with marketing support as applicable.
 - Working with project team to ensure that website materials, research data and demographics are correct and support our ability to compete for opportunities.
- Supporting and overseeing workforce development activities that support immediate talent needs of local and regional industry.
- Driving key activities to support the growth and engagement of small business and makers in partnership with the VP of Partnership and Engagement.
- Promoting the mission and core values of the Chamber while a positive work environment.
- Preparing monthly economic development updates for communication with stakeholders, boards, etc.
- Facilitating the development/implementation of appropriate economic development councils and task forces as needed or directed by the CEO.
- This role supervises an Economic Development Project Manager, Small Business Manager and Workforce Development Manager.
- Other duties as assigned.

SKILLS & QUALIFICATIONS

Education:

- Bachelor's Degree in Business or related field required.
- Masters of Business Administration, economic development industry certification or other related degree highly desirable.

Experience:

- A minimum of 10 years proven experience in creation and successful implementation of economic development strategies.
- Understanding of real estate development is a plus.

Required Skills:

- Proven skills in managing staff and resources
- Candidate must have the ability to travel as needed (15 - 20%).
- Proven ability to develop relationships with local business leaders
- 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).
- Computer and basic software skills (ex. Microsoft Office)
- Strong leadership, management and mentoring skills.
- Strong, persuasive communicator with excellent verbal presentation skills
- Experience working with tax incentive and other attraction tools
- Proven financial expertise, understanding creative financing and incentive options
- Experience in corporate relocation decisions
- Ability to market to development corporations
- Ability to provide sophisticated knowledge and assistance to partners and developers seeking to joint venture on urban infill and redevelopment projects

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