



Indian River County Chamber of Commerce  
Economic Development Office  
1216 21<sup>st</sup> Street  
Vero Beach, FL 32960

**POSITION:** Vice President of Economic Development  
**ORGANIZATION:** Indian River County Chamber of Commerce  
**LOCATION:** Vero Beach, FL  
**REPORTS TO:** President of the Indian River County Chamber of Commerce  
**SALARY RANGE:** \$95,000 – \$125,000 plus benefits

### **SUMMARY**

The Indian River County Chamber of Commerce seeks a qualified and enthusiastic individual to serve as the Vice President of Economic Development, overseeing all aspects of economic development throughout the county, to include: business retention, expansion, and recruitment; entrepreneurial development; and market research. This individual will lead efforts in creating and implementing effective programs aimed at attracting new businesses in targeted industries while supporting the growth and retention of existing businesses within the county, resulting in the creation and retention of jobs and an increased and diversified tax base. This is a full-time salaried position.

The Chamber is the designated primary Economic Development Organization (EDO) as recognized by the Florida Department of Commerce. The position is primarily funded through the County's General Revenue. The Economic Development VP will collaborate closely with the Chamber President, county and city officials (elected and staff), volunteers, and the Economic Development Council (EDC) of Indian River County, as well as other local agencies and organizations. Roles and responsibilities of the County and the Chamber are identified in the Economic Development Element of the county's Comprehensive Plan.

### **Duties may include, but are not limited to, the following:**

- Plan, organize, facilitate and implement economic development functions and strategies from conception to completion, including business retention and expansion, business attraction and incentive programs, focusing on the County's targeted industries.
- Continue to implement and promote the Chamber's Economic Leadership Alliance private sector funding mechanism to the business community including programs, information and incentives to encourage new investors.

- Develop an annual budget for submittal to the county and provide guidance and direction to staff regarding administrative duties.
- Facilitate site selection activities for businesses considering a relocation or expansion into Indian River County, to include: creating proposals with detailed site and community information; conducting site tours; maintaining communication with a variety of local, regional, state, and federal agencies.
- Conduct regular business retention visits, primarily with local manufacturers; provide relevant information to local employers; serve as facilitator between industry leaders and educators.
- Host and coordinate the Chamber's annual Industry Appreciation Awards event; host and coordinate the annual Manufacturing Bootcamp program.
- Participate in and direct the collection, interpretation, and analysis of market and community data that help identify trends and potential issues.
- Regularly update the economic development website and collateral material.
- Represent the Chamber at meetings, events, and conferences to promote economic development initiatives and build partnerships with external organizations.
- Must be able to work a varied schedule that may include evenings, weekends and/or overnight travel.

### **MINIMUM QUALIFICATIONS**

- A general understanding of local government operations as related to infrastructure development, building and planning
- Familiarity with federal, state and local laws, codes and regulations as may be applicable to economic development projects or programs
- Strong interpersonal and communication skills, including public speaking and consensus development
- Strong time management, project management, and organizational management
- Ability to develop and implement plans, strategies, while working within a budget
- Design technically complex visual aids such as maps, tables and charts
- Self-confident, energetic and demonstrates a sense of urgency
- Ability to work as a team player and perform duties that benefit the overall goal of the Chamber, its members and staff, and the County.
- Proficient in Microsoft Office Suite and able to learn new software programs quickly
- A Florida Driver's License is required

### **Education:**

Bachelor's Degree in economic development, urban planning, public/business

administration, economics, marketing, finance, or related field; and eight (8) years' experience in economic development, community development or redevelopment activities in the public or private sector, preferably in Florida or the Southeast U.S. Master's Degree highly desirable. Certified Economic Developer (CEcD) preferred.