

INDIAN RIVER COUNTY CHAMBER OF COMMERCE - ECONOMIC DEVELOPMENT OFFICE

JOB TITLE: Business Retention Manager

REPORTS TO: Economic Development Director

JOB SUMMARY: Primary focus on duties and activities related to the retention and expansion of existing industry in Indian River County. The EDO's mission is to secure the economic future of Indian River County through community support, advocacy, collaboration, communication and education.

COMPENSATION PACKAGE INCLUDES:

Salary Range of \$45,000 - \$52,000 plus benefits, professional development, and generous time off

RESPONSIBILITIES TO INCLUDE:

- Establish and maintain relationships with groups and organizations in the community to continue strengthening the role of Economic Development in Indian River County.
- Identify and promote programs to assist local businesses in their expansion efforts.
- Coordinate (proposed) Foreign Trade Zone activities.
- Assist in developing the annual budget proposal for consideration by the Board of County Commissioners.
- Provide the Economic Development Director with updates to include in the monthly Chamber Board report, and monthly report for economic development investors.
- Assist in maintaining/updating economic development website and social media platforms, posting updates and relevant material.
- Assist in contacting local businesses in the aftermath of a disaster, promoting and explaining local/state/federal programs available.
- Manage programs focused on local business support, innovation, and entrepreneurship within targeted industries.
- Develop, manage, and foster collaborative relationships with industry and community leaders.
- Represent the EDO by participating in Chamber related events.

Program Responsibilities:

Business Retention Visits

Schedule monthly visits to local manufactures' facilities, and other key employers; promote programs that can increase productivity and/or revenue.

Economic Development Tours

Assist in coordinating the educators' tours and general public tours; including:
Arranging transportation, refreshments (if necessary)
Confirmations with host manufacturers

Manufacturing Month

Coordinate activities that highlight the importance of manufacturing in Indian River County, to include: Industry tours; Proclamation from the Board of County Commissioners; social media posts

Small Business Week

Coordinate activities that highlight the importance of small business ownership in Indian River County, including social media posts

Industry Appreciation

Coordinate this annual "signature" event, held in late October, including:
Facilitate monthly meetings of the Awards Committee
Secure site for the event; arrange for the caterer
Coordinate the distribution of nomination forms, upload to website
Prepare invitations, track RSVPs
Order plaques, develop and print award certificates

Manufacturing Bootcamp

Coordinate and plan for this annual program, held in early June
Facilitate meetings of Manufacturing Bootcamp Task Force
Encourage participation by local manufacturers to host educators' tours and student tours
Partner with the School District and other youth-oriented organizations, promote the program to students via classroom presentations and social media posts
Develop daily itinerary of Bootcamp week
Schedule orientation session for students and their parents/guardians
Seek out sponsors to offset program costs

QUALIFICATIONS

- A Bachelor's degree in marketing or business with 2 to 4 years of related experience is preferred; or 6+ years of related experience with no degree. Experience in: community development, business outreach, project management and/or workforce development is helpful. Encouraged to pursue their designation as a Certified Economic Developer.
- Demonstrated proficiency in Word, Excel, PowerPoint, Outlook, graphics software, and appropriate social media platforms.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to interface with a variety of people from various industries.
- Demonstrated ability to set goals, plan and effectively execute objectives
- Must be able to work independently and collaboratively, with strong organizational skills.
- Work schedule may include evenings, weekends, and occasional overnight travel (trade shows/conferences).
- Valid Florida driver's license required.
- Must demonstrate behaviors that support the integrity of the Indian River County Chamber of Commerce, its mission and core values.