



## ***Director of Business Development, Retention & Expansion (BDRE)***

Job Type: Full-time, Salary

The Little Rock Regional Chamber is the principal business-driven leadership organization responsible for fostering the economic growth and development of the Little Rock region to ensure that business and industry may operate profitably and enhance the earning opportunities and quality of life for every citizen.

### **Position Summary:**

The Chamber is seeking a team-minded, results-driven economic development professional with the initiative to drive meaningful community impact in metro Little Rock. The successful candidate must be a team player, build and cultivate relationships with existing businesses, problem-solve and identify solutions, maintain relationships with site location consultants and external stakeholders, and possess excellent organization and communication skills. Key factors for success in this high-visibility role include competitive spirit, coachability, ability to build relationships, and the self-motivation and drive to manage time effectively and achieve established goals.

The ideal candidate must act with integrity, be professional and respectful, value teamwork, and embrace change to pursue new and innovative ideas. The candidate must be dependable, discreet, collaborative, able to multitask, quickly identify and execute solutions, provide excellent customer service, work well with all team members, and have an inherent passion to help grow the Little Rock region. Additionally, this individual must demonstrate consistently good judgment and discretion in communicating sensitive materials and representing the Chamber publicly.

### **Principal Duties & Responsibilities:**

- Conduct outreach calls to primary existing industry and key strategic employers (*approximately 300 visits annually, including visits from the President & CEO, VP of Economic Development, and Director of Talent Initiatives*).
- Collect information from business meetings and provide direct economic development assistance to businesses that are facing barriers or who are considering expansions.
- Organize and facilitate industry roundtable discussions in each of the chamber's targeted industries for economic development.
- Build relationships with senior managers and CEOs, business and elected leaders, regional, state, and federal economic development entities, and the real estate brokerage community.
- Build and maintain relationships with the Arkansas Economic Development Commission, Pulaski County Government, Metro Little Rock Alliance partners, Entergy Arkansas, Summit Utilities, Central Arkansas Water, and Little Rock Water Reclamation Authority.
- Leverage industry relationships to generate leads by inquiring about supplier/customer networks.
- Organize and execute corporate decision-maker calls from the President & CEO and/or Mayor.
- Conduct annual surveys with businesses in the central Arkansas region.
- Educate and assist local businesses on economic development programs and opportunities.
- Leverage relationships with key partners at local, regional, and state levels.
- Maintain and employ a deep understanding of the local and regional marketplace.
- Maintain client management database in Salesforce.
- Maintain a working knowledge of available workforce training and education programming available to business and industry.
- Build and maintain national relationships with key site selectors.
- Assist the VP of Economic Development with presentations to Little Rock Port Authority, Clinton National Airport, and MetRock Forward investors.
- Support the identification and development of shovel-ready sites across the region.

- Support the Marketing and Prospect Development Plan by attending industry trade shows and site location consultant events (approximately 4-6 events/year).
- Assist with the creation of presentations and economic development collateral material for public presentations and economic development prospect visits.
- Work closely with the VP of Economic Development and the Director of Marketing and Creative Services to develop and implement information, materials, and strategies that will further the goals of the Division through electronic, printed, and broadcast media.
- Utilize research tools to assist the economic development team as needed on RFI responses.
- Provide project management support of business attraction projects as needed based on workflow.
- Perform other duties as assigned.

#### **Knowledge, Skills & Abilities:**

- Bachelor's degree preferred. Experience in economic development, workforce development, education, or a related business non-profit environment preferred.
- Demonstrated experience conducting research and analysis considered a plus.
- Existing connections to the regional business and/or education community are a plus.
- Self-starter with demonstrated skills in taking initiative, problem-solving, strategic thinking, and driving results.
- Aptitude for working with volunteers and building relationships at all levels of an organization.
- Effective communication skills and the ability to develop and sustain business relationships.
- Excellent writing skills with an extensive knowledge of grammar.
- Working knowledge of MS Word, MS Excel, MS Outlook, MS PowerPoint, Salesforce & EMSI databases and software.
- Highly detail-oriented with superior organizational skills.
- Ability to work a flexible schedule as needed.
- Valid driver's license and reliable personal transportation to attend off-site meetings and events.

#### **Compensation and Benefits:**

- Competitive compensation based on experience.
- Benefits include medical, dental, and vision insurance, paid vacation, holidays, sick leave, and 401k.

#### **Working Conditions/Physical Demands:**

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The Little Rock Regional Chamber provides reasonable accommodation to enable individuals with disabilities to perform essential functions.

#### **This position requires:**

- Work that may be performed in an intense, fast-paced office environment, depending upon assignment.
- Requires the ability to understand verbal communication and to respond effectively.
- Positions in this class typically require reaching, typing, grasping, feeling, talking, hearing, seeing, standing for long periods of time, and repetitive motions in computer use.
- Requires learning and adapting to new software.

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The Little Rock Regional Chamber is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, or any other basis of discrimination prohibited by applicable local, state, or federal law.

#### **How to Apply**

Candidates must submit a cover letter, resume, and references, combined into one PDF document, to Kristi Barr at [kbarr@littlerockchamber.com](mailto:kbarr@littlerockchamber.com). Please include "Director of BDRE" in the subject line of the email.