



Director, Existing Industry

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.

We are seeking an ambitious, self-driven economic development professional to support the chamber's MetRock 2020 economic development strategy and provide assistance to the region's existing businesses. The successful candidate must be a strong team player with the capacity to build and cultivate partnerships with external stakeholders, possessing excellent 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.

PRINCIPAL RESPONSIBILITIES:

- Conduct outreach calls to secure average weekly minimum meetings with existing medium and large industry
- Conduct outreach to small businesses within the region as well as respond to inquiries
- Collect information from business meetings and provide direct economic development assistance to businesses who 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
- Conduct annual surveys with businesses in the central Arkansas region
- Maintain and expand the working relationships with small businesses and the economic development support agencies, and provide connections to assistance with the Arkansas Small Business and Technology Development Center, the Venture Center, the Innovation Hub, volunteer consultants from the business community, college and university instructors, businesses and trade associations, economic development agencies, and banks and financial leaders
- Educate and assist clients on economic development programs and opportunities
- Collaborate with Director of Events to develop, plan, and manage small business programming including workshops/professional development and the Small Business Impact Awards
- 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
- Assist economic development team as needed on responses to economic development project RFPs
- Perform other duties as assigned

Knowledge, Skills & Abilities:

- Bachelor's degree preferred. Experience in an economic development, workforce development, education or related business non-profit environment preferred.

- Demonstrated experience with applied quantitative research and analysis considered a plus.
- Existing connections to the regional business and/or education community is 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:

- Compensation plan is competitive with the local market based on applicant's experience.
- This is a full-time (40 hours per week), hourly, non-exempt level position.
- Benefits include: Medical insurance, paid vacation, holidays and sick leave.

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 the essential functions.

This position requires:

- Work that may be performed in an intense, fast-paced office environment, depending upon assignment.
- Requires 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 new software.

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 regards 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, no later than June 4, 2021 to James Reddish, jreddish@littlerockchamber.com. Please include "Director of Business Retention and Expansion" in the subject line of the email.