



## Houston Northwest Chamber of Commerce Position Description

**Position:** Community and Economic Development Director

**Reporting Relationships:** Reports to Chamber President; Co-Supervises Administrative Support

**Classification:** Exempt

**Position Scope of Responsibility:** The Community and Economic Development Director serves as the primary contact for economic development projects in northwest Harris County. In this capacity, the director plans and implements an aggressive Business Retention and Expansion Program (BRE) in the 15 zip code area of focus, responds to inquiries for business relocation and expansion, guides the business support efforts of the Chamber in collaboration with other Chamber staff and volunteers, and supports the successful marketing of the region internally and externally. This position is responsible for the implementation of Grow Northwest projects and supports fundraising efforts for ongoing Grow Northwest projects.

### General Description:

1. Develop and implement a successful Business Retention and Expansion Program (BRE) in collaboration with a volunteer BRE team. Schedule and complete site interviews and maintain a comprehensive database in an established information system (currently e-Synchronist).
2. Develop and generate BRE reports and other research reports that can be shared with the Economic Development Council, the Economic Development Committee, the Chamber Board of Directors and the media, that reflect the realities of our local economic health.
3. Serve as staff liaison with the Economic Development Council, the Economic Development Committee and Subcommittees. These Committees / Subcommittees currently include the Economic Outlook Forum Planning Committee, the Commercial Broker's A-Team, the BRE Team, the First Response Team for Business Inquiries, the Eco Devo Strategic Plan Task Force, the Strategic Marketing Committee, the Safety & Security Task Force and other volunteer committees that may be organized.
4. Research and maintain demographic, tax and other information data for the 15-zip focus area for easy access. Maintain updated data on Grow Northwest/Cypress Creek Community website.
5. Responsible to meet or exceed goals for business recruitment and retention and other metrics identified to measure the community's economic growth.
6. Responsible to work with utility districts on the water bill check-off program, expanding its use in the region, thereby increasing sustainable revenue to Grow Northwest and economic development efforts.
7. Work with consultants, community leaders and other staff to promote Grow Northwest Capital Campaigns and other initiatives to fund area improvements.
8. Responsible to deliver the annual Economic Outlook Forum with the volunteer planning committee, meeting attendance and revenue goals.

9. Respond to leads and inquiries for commercial business locations, using professional materials and reports to tell the community story.
10. Develop and maintain a site inventory in collaboration with local brokers.
11. Develop a strong alliance with area manufacturers, insuring ongoing support for their needs, identifying risk in their environment and providing a forum for assistance.
12. Identify appropriate media placements for community promotion, such as *Site Selection Magazine* and *Texas Parks and Wildlife*.
13. Attend appropriate conferences and trade shows to promote professional development and to position northwest Harris County as a destination for business.
14. Support the Chamber president with Grow Northwest fundraising efforts, including speeches to utility districts and community groups, contacting corporate prospects to support Grow Northwest and other activities to maintain sustainable funding for all grow Northwest activities.
15. Reevaluate and revise the plan and process for the next cycle of Grow Northwest projects in the period 2017-2020 that elicits input from a broad base of the community, that is validated with numerous key stakeholders, that is costed out realistically and launched successfully.
16. Develop and oversee the Grow Northwest budget, donations, and expenditures and prepare monthly financial reports for the president, the Board and other stakeholders.
17. Manage updates of the Grow Northwest and Cypress Creek Community websites, insuring current information and monthly financial reports are posted in compliance with state law.
18. Help prepare regular press releases or media alerts to connect local economic events with the Chamber's economic development efforts. Plan and conduct social media campaigns to support objectives.
19. Maintain relationships with the Governor's Office of Economic Development, the Harris County Community Development Office, the North Houston Regional Center for Economic Development and other key resources to support the community's growth.
20. Annually benchmark best practices in community and economic development and incorporate innovative strategies into the annual Economic Development Strategic Plan.
21. Other duties as time and opportunities allow.

**Position Prerequisites:**

1. Bachelor's degree in business, economic development, public administration, real estate or a related field. An advanced degree is a plus.
2. A minimum of two years in economic development, with experience in BRE activities, business recruitment and business support.
3. Exceptional written and verbal communications skills, demonstrating confidence when communicating to all audiences.
4. Superior organizational skills and proven ability to handle multiple priority projects with demanding deadlines.
5. Proficiency in Microsoft Office Suite, social media, ESRI-ArcGIS Online, E-Synchronist and Quickbooks experience are preferred.
6. High degree of self-motivation, ability to develop and implement complex projects independently as well as through others.
7. Group dynamic skills to guide and motivate volunteers to meet community and economic development objectives.