

Vice President - Economic Development

- Report to the Chamber President
- Conduct the recruitment of targeted primary job employers for relocation or expansion into NB.
- Carry out industry retention and expansion programs.
- Provide both proactive and reactive expertise for recruiting initiatives.
- Supervise the Director - Economic Development Marketing and Research position.
- Supervise the Exec. Assistant to the Pres. position with the Chamber President.

Primary Duties & Responsibilities

- Partner with Team Texas and the Governor's office and other partners via attending mission trips and trade shows.
- Promote Airport in cooperation with City Economic Dev. Mgr. & Airport Director.
- Staff Comal County Industrial Development Authority and the NBIDC.
- Develop and maintain relations with City staff, County Commissioners and NBU.
- Develop and maintain relations with architects, engineers, real estate developers, brokers, etc. – responsible for new projects.
- Review and evaluate all available sites and buildings on an ongoing basis.
- Network with and provide pertinent information to state and regional development allies to generate prospects.
- Respond to prospect requests, RFP's etc. in a timely manner.
- Conduct prospect visitations.
- Attend tradeshow.
- Attend mission trips and trade shows as member of Team Texas & Texas One.
- Attend TEDC meetings and be an active member.

- Support the partnership of 10/35 Economic Development Alliance with Seguin.
- Participate in site selector events through Texas One, Team Texas and others.
- Hold regular meetings with reps of primary employers.
- Staff New Braunfels Manufacturing Association.
 - Monthly meetings, communications, events
- Network with regional and state economic development organizations.
- Participate in local workforce development efforts via CTTC, Nepris, NB Steam, Spark and Alamo Workforce and staff the Chamber's Business Education Partnership Committee.
- Work to accomplish the goals for the City Economic Development Strategy.
- Support local business start-ups via SPARK – Small Business Development Center.
- Support transportation needs in community through staffing of Chamber's Transportation Committee.
- Support water needs by staffing Guadalupe Basin Coalition as Chamber's representative.
- Support Natural Resources through staffing of Chamber's Natural Resources Committee.
- Performs other duties as assigned or required.

Minimum Qualifications:

Education and Experience:

Bachelor's degree in business administration, marketing, finance, or related field, and five (5) years of increasing responsible experience at a professional level in business, economic development, downtown management, or commercial real estate, or in place of the above requirements, an equivalent combination of education and experience.

Required Licenses or Certifications:

- Certified Economic Developer (CEcD) certification is preferred, but not required for initial employment.
- Must possess a valid Texas Driver's License.

Required Skill in:

- Collecting, tabulating, organizing, evaluating, analyzing and presenting data and information.
- Assessing and prioritizing multiple tasks, projects and demands
- Establishing and maintaining cooperative working relationships with employees, officials, other community development agencies and the general public
- Operating a personal computer utilizing a variety of business software
- Effective communication, both verbally and written
- Effective public speaking as well as the preparation of supporting print, online materials, and multimedia presentations.
- Initiating creative improvements, oversee change, and stimulate collaborative problem solving
- Working independently with little direction
- Analyzing complex issues and impacts and provide clear and concise recommendations and alternative solutions
- Defining problems, collecting data, establishing facts, and drawing valid conclusions; applying common sense understanding to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Performing work in confidence and under pressure for deadlines

Physical Demands / Work Environment:

- Work is performed in a standard office environment and is subject to sitting, standing, walking, bending, and reaching for extended periods of time. Must be able to safely pull, push, lift and carry equipment and materials weighing up to thirty (30) pounds. Some field work is required outdoors in all weather conditions.
- May be required to work immediately before, during or immediately after an emergency or disaster.