



CHAMBER OF COMMERCE &
ECONOMIC DEVELOPMENT CORPORATION

VICE PRESIDENT OF ECONOMIC DEVELOPMENT

Department: Economic Development Corporation

Location: Broken Arrow, Oklahoma

Reports to: President and CEO

Status: Exempt

Job Description

The Vice President of the Broken Arrow Economic Development Corporation leads the economic development initiatives of the Broken Arrow Economic Development Corporation to drive job creation and business investment in the region, providing leadership and convening resources for regional advocacy and program support at the local, state and federal levels.

This position reports to the President and CEO and has responsibility for the daily operation of the BAEDC, to include planning, budgeting, staff oversight, operations, board reporting and program creation and support. This position is responsible for the strategic deployment of staff and other resources in both direct and indirect support of advocacy, business attraction/expansion/retention and regional marketing and promotion activities. This is accomplished through the creation and leveraging of both private and public sector funding, leadership skills and relationships.

Job Responsibilities

- Directs and coordinates all activities related to business development in the city of Broken Arrow, directed by the parameters of the ED contract with the City of Broken Arrow
- Develop and tracks annual budget
- Manages staff through planning, delegation, evaluation, training and development.
- Fosters and supports creation of programming to provide educational and growth support to existing manufacturing and high-tech companies
- Works with President & CEO to drive the development of Broken Arrow's Innovation District including land acquisition, development, program creation and partner attainment
- Oversees all workforce development and talent recruitment efforts to ensure that Broken Arrow companies can compete and thrive in today's economy
- Develop and entrepreneurial ecosystem for Broken Arrow, including programs and resources
- Builds and maintains a broad-based network of resource partners to provide support, direction and growth opportunities for companies
- Establishes and maintains relationships with federal, state and regional leaders, business leaders and other organizations throughout the region.
- Identifies critical issues that may impact growth and sustainability of existing companies, and creates and executes strategic measures to address all challenges for business retention
- Works effectively with President & CEO and lobbyist to identify and address issues which are roadblocks to growth and attraction of target sector companies
- Works closely and with the City of Broken Arrow Economic Development staff ensuring collaboration and effective utilization of economic development resources

- Manages staff through effective planning, delegation, evaluation, training and development
- Ensures compliance with all city economic development contracts and provides invoicing and reporting on a timely manner
- Prepares and disseminates information on economic development and growth appropriately to board
- Participates in formulating and administering of programming and policies, as well as the development of long-range goals, related to the EDC and Chamber of Commerce
- Works with state and regional partners in efforts to attract related industry cluster companies, responding to RFPs and RFIs in a timely, efficient manner
- Participates in Select Oklahoma and FDI teams at the state level
- Participates and maintains board membership in economic development-based organizations
- Works cooperatively with the Broken Arrow Chamber of Commerce to promote, host and facilitate programming and events related to business development
- Performs other job duties and participates in other special projects, as assigned

Skills Required

- Ability to make effective and persuasive presentations on complex topics to senior management, the Board of Directors, government officials, business executives and outside funders
- Strategic thinker with a track record of execute and implementing initiatives
- Highly motivated self-starter that possesses strong organizational, analytical and time management skills to be able to handle multiple projects and priorities, anticipate the needs of prospects and exhibits good follow-through skills.
- Deadline oriented, highly disciplined, and can self-manage
- Strong analytical and product management skills required, including a thorough understanding of how to work with local government and media officials
- Excellent verbal and written communication skills, the ability to interact professionally with diverse group of executives, managers, subject matter experts, operations, and technical staff.

Experience Level

- Five to seven years of progressively more responsible experience in economic development
- Proven track record leading economic development initiatives at the local and/or county level
- Proven track record of retaining and attracting businesses to a location, preferably primary jobs
- 10+ years demonstrated previous management experience, non-profit leadership
- Management experience in development and coaching of staff.
- Proven experience in developing and maintaining strategic relationships with elected and appointed officials, state and federal resource partners and regional development groups.
- Experience in resource planning, including budgeting, fundraising and program development
- Proven ability to create growth opportunities and create business and job growth strategies through influence and resources
- Thorough knowledge and understanding of economic development practices and principles
- Expertise in the use of data to analyze demographics and industry related information to understand local economic conditions and forecasting
- Strong understanding of public policy process and how government operates on a local, state and federal level
- Knowledge of Northeast Oklahoma preferred, including Oklahoma state incentives.

Education Requirement

- Bachelor's Degree in economic development, political science, public policy, urban studies, real estate, government administration, land development or master planning, or similar field. Master's degree preferred but not necessary. An equivalent combination of education, training and experience may be considered when competency is demonstrated.
- Certification in the field of Economic Development, Planning or Chamber Management is also preferred.

Physical/Mental Requirements

- The BA Chamber is committed to continuous personal development including tactical skills as well as transformational soft skills. The position will require proficiency at the following EI (emotional intelligence) skills:
 - Teamwork and collaboration, self-awareness, organizational awareness, self-control, adaptability, transparency, initiative
 - Demonstrated ability to work effectively under pressure while meeting deadlines.
- Employee is regularly required to verbally communicate
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus
- Must be able to stand and move intermittently throughout the work day
- Must possess sight/hearing senses to adequately perform the functions of the job
- May be required to sit or stand for long periods of time
- May be required to lift up to twenty-five (25) pounds

Working Conditions/Environmental Exposures

- Work is normally performed in a climate-controlled office or other human factors friendly environment
- Noise level is moderate and includes sounds of normal office environment
- No environmental hazards are encountered in performance of normal job duties
- Position requires some travel outside the state of Oklahoma via car and/or airplane
- Ability to sit for extended periods may be required

This job description is not intended to be an employment contract, nor does it dissolve the "at will" employment relationship.

Base Salary and Benefits

- The position is full-time salaried position, salary depending on experience
- The Chamber pays for employee's basic health, dental and vision insurance
- 401(k) plan, with % matching
- Basic Life and AD&D insurance
- 14 paid holidays
- Paid vacation
- 12 days sick leave per year

How to Apply

To apply for this position, submit cover letter and resume demonstrating relevant skills and experience to the following, preferably by email. Applicants will be immediately considered upon submission. Position will be filled as soon as possible.

Broken Arrow Chamber of Commerce

Attn: Jennifer Conway, President and CEO

Email: Jennifer.Conway@bachamber.com

Mail: 210 N. Main Street, Suite C, Broken Arrow OK 74012