

Cumming-Forsyth County Chamber of Commerce

POSITION DESCRIPTION

Vice President of Economic Development

Reports To

President, Cumming-Forsyth County Chamber of Commerce

Education/Experience Requirements

- Minimum of a bachelor's degree from an accredited four-year college or equivalent in the area(s) of marketing, business administration, economics or other closely related field(s) of study
- Minimum of five years experience in economic development, community development, marketing, planning or related field
- Individual must have the ability to travel in order to fulfill the duties of the position
- Must be a resident of Forsyth County, Georgia within six months of the first day in the position

Skill Set Requirements

- An understanding of local government operations and procedures
- Expertise in economic and community development
- Outstanding consensus building and interpersonal skills
- Excellent verbal and written communication skills
- Clear understanding of how businesses operate and their needs for success
- Management and professional staff development experience
- Proven track record of developing and building relationships
- Proficient with office technology
- Ability to organize, implement, and evaluate programs
- Ability to deal with confidential information
- Strategic planning and implementation experience
- Strong organizational skills
- Articulate and poised
- Ability to identify issues, develop solutions, build support and implement decisions
- Creative and innovative in the profession
- Well versed in economic incentive and financing methods
- Familiarity with planning and zoning regulations
 - Budgeting and finance experience
- Regional and state assistance program knowledge
- Ability to maintain a high level of professionalism at all times
- Experience with environmental and healthcare related business is desired

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Key Responsibilities

- Provide vision, leadership and continuity for the City of Cumming and Forsyth County internally and externally in the area of economic development
- Recruit new and grow existing businesses within Forsyth County to employ citizens of the area and increase the local tax base
- Establish and maintain financial integrity and accountability for the Economic Development Department
- Represent the chamber, city and county in matters that correspond with its mission
- Serve as a spokesperson for the community
- Develop, manage and lead staff
- Organize and implement the strategic directives of the community
- Organize, provide leadership for and manage the chamber's Economic Development Committee
- Develop and oversee new programs and initiatives that enhance the overall mission of the organization
- Provide continuous communication to the chamber board, city, and county regarding economic development activity and trends
- Prepare and present an annual budget that mirrors the strategic plan of the department
- Serve as a team builder between local, state and federal elected officials and agencies that impact the community
- Serve as the economic development liaison between the chamber and the community

Specific Duties

- Serve as the leader of economic development marketing for the City of Cumming and Forsyth County
- Serve as the contact for economic development programs and initiatives
- Build positive relationships between local employers, city and county government agencies, boards and commissions
- Coordinate all economic and community development programs, prospect visits, existing industry and business expansions, economic development initiatives and other business activities
- Develop an annual marketing plan to promote Cumming-Forsyth at the state, national, and international levels and work proactively with new business and industrial prospects
- Develop a list of companies that have potential to expand in or to the local area and create a calling/visiting program to recruit them
- Serve as a resource for current local employers to grow their businesses in the community
- Work with city and county officials to redevelop property
- Develop new programs and initiatives that enhance and add value to the economic success of the community
- Provide monthly activity and financial reports to the chamber board
- Prepare an annual report for the chamber board, city and county
- Maintain demographic data for the area including prospective sites, buildings available, etc.
- Build relationships with key representatives at Georgia Department of Economic Development, Georgia Power and other statewide organizations
- Participate and work with regional partners in economic development
- Perform other duties as assigned by the chamber president