

Little Rock Regional Chamber/Metro Little Rock Alliance

POSITION DESCRIPTION

POSITION TITLE: Executive Vice President/Executive Director

REPORTS TO: President / CEO

DIVISION: Economic Development

SUMMARY OF POSITION:

The Executive Vice President will develop the goals and budget for the Economic Development Division of the Little Rock Regional Chamber and Metro Little Rock Alliance, and manage the economic development staff. They will also in concert, with the Division staff, create the strategies and work plan that will achieve the overall focus of the Division. The Little Rock Regional Chamber Economic Development Division and Metro Little Rock Alliance will lead business efforts to grow existing industries, recruit new companies and develop an active entrepreneurial environment, resulting in quality job creation and a diverse economy. They are the lead on business intelligence and research.

The scope of work for the Division includes the Business Development Team (recruitment); the Business Retention and Expansion Team (existing company assistance); the Office of Entrepreneurial Development, Workforce Education and the Research Team (all research and data information). Development of relationships with local partners as well as state, national and international clients is critical. These responsibilities will be accomplished in a team manner.

PRINCIPAL DUTIES:

- The Executive Vice President (EVP)/Executive Director will oversee all management of staff in the Division, as well as workflow. In addition, the EVP will staff and build relationships with:
 - the Arkansas Economic Development Commission;
 - the Chamber Vice Chair/MLRA Board that oversee areas under the direction of the EVP/Executive Director;
 - the City of Little Rock contract;
 - the Port of Little Rock, Central Arkansas Water and Little Rock Water Reclamation Authority contracts; and
 - the funding and/or contracts for the Metro Little Rock Alliance partnership.
- The position has responsibility for raising the funds and managing the budget and work plan for the Chamber and MLRA.
- The EVP/Executive Director will have day to day management responsibility for the MetRock Now fundraising campaign every three years.

- The position will work closely with the VP for Marketing and Communications and MLRA partners to develop and implement information, materials and strategies that will further the goals of the Division through electronic, printed and broadcast media.
- The EVP and staff maintain the day to day relationships with Little Rock Air Force Base and their leadership, to protect and grow the facility. This includes working issues at the federal, state and local level, and that impact the base, and its workload.
- The EVP must have the ability to gain access to senior managers and CEO's and build relationships with business and elected leaders as well as the Chamber leadership. Other organizations that the EVP must build relationships with include multiple City and County officials, statewide and federal economic development entities, and real estate brokerage community.

ADDITIONAL DUTIES:

- Creates reports as needed.
- Produces quality proposals addressing client's needs.
- Ability to manage staff in a strategic, efficient manner.
- Ability to understand and develop/facilitate complex public/private financial partnerships as it relates to business development packages.
- Understanding of incentives and when their use is appropriate; advise the City, County and State on local and other incentives as needed.
- Negotiation skills as they relate to financial incentives, real estate and other potential economic development tools.
- Strong public speaking and presentation skills.
- Maintain frequent contact with existing organizations, regional partners and staff to ensure community and region awareness of Team efforts.
- Maintain active awareness and knowledge of community and regional issues in order to better relate to industry interests.
- Support Government Relations Division as it relates to incentives, other business climate issues, and provide research for specific topics or issues.
- Be knowledgeable of and bring appropriate resources to the region to address the needs of clients.

POSITION REQUIREMENTS:

- Bachelor's degree in Business Administration, Economics, Marketing, Public Relations, and/or related fields. Masters degree a plus.
- Background in sales & Marketing or a related field preferred.
- Experience in Microsoft software products (including word processing, spreadsheets, graphics, and project management).
- Experience with web based research.
- Minimum ten years experience in economic development and related fields.
- Must be able to travel independently as required.
- Position requires above average mobility due to travel / meeting schedule.
- Requires extended periods of sitting in an office environment as well as extended periods of sitting while utilizing various forms of travel / transportation.

DESIRABLE TRAITS:

- Excellent verbal and written communications skills.
- Research and analysis skills.
- Ability to manage under a team concept, and manage the Division as a team.
- Ability to manage a multitude of projects and demands simultaneously.
- Comfortable with complex projects, facilitation and mediation of multiple interests at high levels.

COMMITMENTS:

- Treat all Chamber employees, customers, public/private sector partners, board members, and all working partners fairly, courteously, and with dignity.
- Model superior customer service behavior by maintaining positive relationships with all Chamber stakeholders.
- Be prompt and available for flexible scheduling.
- Be honest and fair in all business dealings.