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## Position Description

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<b>Position Title:</b>	Vice President, Economic Development
<b>Department:</b>	Economic Development
<b>Classification:</b>	Full-Time
<b>Job Grade:</b>	Grade 4
<b>Status:</b>	Exempt (Salary)
<b>Supervisor:</b>	President & CEO
<b>Location:</b>	Chamber Headquarters

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<b>Position Reports To:</b>	President & CEO
<b>Position Supervises:</b>	Economic Development Project Manager Economic Development Coordinator Economic Development Research & Data Coordinator

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## Position Purpose

Under minimal supervision, responsible for: regional existing industry relations, expansion activities and workforce development efforts.

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## Essential Functions and Basic Duties:

- Responsible for regional existing industry programs, contact, retention, relationship building, expansions, surveys, industry associations and groups, etc.
- Responsible for developing and maintaining critical public relationships that impact industry such as the Kentucky Cabinet for Economic Development, City of Bowling Green Job Development Incentive Program Committee, etc.
- Responsible for budgeting and expense monitoring of economic development programs and operations – including those for affiliated entities.

- Follow economic development and existing industry related legislation alerting industry, legislators and Chamber Board committees of critical legislation.
  - Responsible for workforce development and education initiatives, including but not limited to the efforts of the workforce development committee.
  - Represent the Chamber and affiliated entities on community boards related to economic development initiatives.
  - Responsible for research activities supporting economic development efforts.
  - Responsible for carrying out management/marketing agreements with organizations in other counties, and other aspects of the revised South Central Kentucky Marketing Plan.
  - Supervise the personnel delivering the contract services to other entities, counties and communities.
  - Supervise economic development attraction activities including prospect visits along with the response to economic development inquiries and RFI's as needed.
  - Supervise the personnel coordinating and delivering economic development events.
  - Supervise economic development communications to ensure that marketing efforts, web sites, industry events and announcement press releases and other communications are accurate and effective.
  - Assist with or lead all aspects of economic development activity as needed.
  - Perform work as assigned.
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**Qualifications:**

**Training and Experience:**

- Bachelor's degree in economic development or related field. Three (3) to five (5) years senior level economic development experience and/or specialized economic development training or certification a plus.

**Special Requirement(s):**

- Possession of a valid driver's license.
- Ability to be bonded.

**Special Knowledge, Skills and Abilities:**

- Excellent organizational and administrative skills to manage multiple projects.
- Excellent communication skills.
- Ability to work with and meet deadlines.
- Ability to maintain the confidentiality of any information encountered.
- Requires strong math and analytical skills.
- Ability to make judgments serving the organization's best interest.
- Ability to establish and maintain effective working relationships with employees, directors and clients.
- Ability to operate a variety of office equipment, including but not limited to, computer, printer, calculator, photocopy machine, fax machine, telephone, and vehicle.
- Experience with various software and/or Windows based applications including but not limited to, word processing, internet usage, and email applications.
- Ability to use a computer for spreadsheet, data, and word processing functions.
- Ability to embrace change and respond to daily situations that arise.
- Ability to handle multiple tasks required of a small office environment.
- Possesses and utilizes the following traits: initiative, resourcefulness, thoroughness, accuracy, tact, firmness, sound judgment, and integrity.

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### **Physical Activities and Requirements of the Position:**

**Finger Dexterity:** Using fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

**Talking:** Must frequently convey detailed or important information, instructions, or ideas accurately, easily audible, and quickly.

**Average hearing:** Able to hear average or normal conversations and receive ordinary information.

**Repetitive Motions:** Movements frequently and regularly require using the wrists, hand, and/or fingers.

**Average Visual Abilities:** Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.

**Physical Strength:** Combination of sitting, standing and moving around the office and the community at large. Ability to move objects weighing up to 25 lbs.

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**Working Conditions:** Work performed in an office environment which can be moderately noisy. Many days involve sitting for long periods of time at a desk or workstation. Regular and prolonged work looking at a computer screen. Work can be stressful and pressured by deadlines. Work week may occasionally exceed 40 hours.

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### **Mental Activities and Requirements of the Position:**

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed instructions and to deal with problem involving variables.

**Mathematics Ability:** Ability to perform basic math skills including adding, subtracting, multiplying and dividing two digit numbers; to perform complex mathematical calculations; to perform the four basic arithmetic operations with money; to perform operations involving allocations.

**Language Ability:** Ability of average to above-average vocabulary and to read at an average rate; define unfamiliar words in dictionaries and other references and resources for meaning, spelling, and pronunciation. Ability to write complex sentences, using proper punctuation, and use of adjective and adverbs. Ability to communicate in complex sentences; using normal word order with present and past tenses; using a good vocabulary.

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### **Intent and Function of the Job Description**

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Job descriptions are an integral part of any effective compensation system.

All descriptions contain only essential functions. Basic duties have been included. Peripheral tasks, only incidentally related to the position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the job. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the employer.

This job description is not intended as and does not create an employment contract. The employer maintains its status as an at-will employer. Employees can be terminated at any time for any reason not prohibited by law.

The Bowling Green Area Chamber reserves the right to revise this Position Description as it deems necessary.

Please send a letter of interest describing your strengths for this position, along with your resume, salary history, and salary range expected by e-mail to Meredith Rozanski, Chief Operating Officer, at [meredith@bgchamber.com](mailto:meredith@bgchamber.com). No phone calls please.