



POSITION ANNOUNCEMENT

Director of Business Relations

The Position

The COO will oversee the daily administrative and operational functions as well as manage projects and business retention and expansion to support the CCIA's strategic initiatives. This individual should be a proactive leader with excellent communication skills, strong organizational abilities, and a passion for community development. The ideal candidate must be energetic with a committed work ethic, willingness to be flexible and adaptable to meet the needs of the CCIA.

Key Responsibilities

- Serve as the organization's first point of contact, answering all incoming calls and directing them to the intended parties.
- Develop and maintain strategic relationships with local, state and federal government officials, businesses, site selectors, brokers, project managers to promote and facilitate economic opportunities.
- Schedules meetings, conferences, and travel as needed for the President/CEO.
- Serves as liaison for the President/CEO when required.
- Execute required annual reports to ensure compliance for the CCIA.
- Assist with preparing various reports for managing budgets, grants, loans, and facilities.
- Assist with research for incentives, grants and other funding opportunities for site development and any other economic development initiatives.
- Assist with research and completion of RFI's.
- Develop and maintain an existing business retention plan.
- Perform research pertinent to active projects and assist as needed for site visits.
- Keep CCIA website updated and relevant and assist in strategies regarding marketing initiatives for economic development, business recruitment and business retention.
- Maintain security, integrity, and confidentiality of data.

Qualifications

- Bachelor's Degree required.
- Candidate preferred to have experience in leadership role, workforce development, economic development, sales, or related experience.
- Must possess and maintain a valid Driver's License.

Salary

Compensation range for the position is \$50,000 to \$60,000 commensurate with experience.

Contact

Please remit cover letter and resume via email to hannah@selectcandler.com by October 30, 2024.