Job Description

Position Title: Director of Business Development

Reports To: Vice President, Economic Development

Department/Division: Economic Development Department
Business Development Division

Summary of Position:

The Mobile Area Chamber of Commerce serves as the lead economic development agency for Mobile, Alabama. The Director of Business Development supports the Vice President of Economic Development in all aspects of the division’s business development activities. The Director of Business Development will oversee all new and expanding economic development project activity, foster relationships with economic development partners, and market the Mobile area in foreign and domestic markets to prospective companies. This individual is responsible for staffing the various committees assigned within the division and any other committees or boards that may be assigned by the Vice President of Economic Development.

Principal Accountabilities:

Manages all business development activities to attract industrial prospects through: trade shows, personal contacts, consulting firms, local and state partners, and focused trips to selected regions and sectors.

Oversees and directly manages the Research and Marketing Manager and Economic Development Coordinator in the department with their direct and daily functions.

Monitors all project activity in terms of scope, process, timeliness, deliverables, negotiations, and approvals.

Oversees all implementation and updates to the various software programs utilized for business development, including the department’s CRM platform to track project development.

Works directly with the Director of International Business, Director of Existing Industry, and Director of Workforce and Education in coordination of various projects, events, activities, and leads.

Updated: June 2020
Promotes ways to support and complement the Vice President of Economic Development and organizational objectives outlined in the Plan of Action.

Oversees project update meetings and reports all important updates back to the Vice President of Economic Development.

Promotes professional and reciprocating relationships with partners and investors.

Manages department operations in the absence of the Vice President of Economic Development.

Monitors, interprets, and implements policy and procedural requirements.

Develops and monitors all budgets within the business development division.

Represents projects to the Industrial Development Board and the Industrial Development Authority, ensuring necessary paperwork and documentation is correct and in order.

Manages the Industrial Park Board in overseeing purchase and sale activity in the Mobile Commerce Park.

Manages all aspects of the identification and development process of new industrial sites.

Assists in special projects/assignments and events as assigned by Vice President of Economic Development.

Makes presentations to local businesses, professional groups, delegations, land owners, and/or realtors about economic efforts in the Mobile area.

Personally visits at least five Chamber members per month for the purpose of building goodwill and gathering information to share on member needs and opinions.

**Areas of Delegated Responsibilities:**

Assigns tasks to Research and Marketing Manager and Economic Development Coordinator.

**Education/Experience:**

Bachelor’s Degree with a minimum of five years’ experience in economic development, business development, or community development or a combination of Master’s Degree in economic development and work related experience. Graduate from Economic Development Institute a plus.

**Location of Office:** 451 Government Street, Mobile, Alabama 36602

This position is classified as **Exempt**.

This accurately reflects the description of my job and primary responsibilities.
Employee (Printed)  

Employee (Signed)  

Date Signed  

Vice President (Printed)  

Vice President (Signed)  

Date Signed  

President (Printed)  

President (Signed)  

Date Signed