



Job Description

Business & Member Outreach Manager

Reports To: Executive Director
Exempt Status: Exempt
Approved By: Executive Committee
Approved Date: 2/9/2022

SUMMARY

To provide staff support for the implementation of the goals and objectives of the Platte County Economic Development Council (PCEDC) as set by the Board of Directors and outlined in the annual Program of Work. The Business & Member Outreach Manager is responsible for coordinating the business retention and expansion (BRE) efforts for Platte County, MO and recruitment and retention of the organization's private membership base.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Including but not limited to the following:

BUSINESS OUTREACH

1. Works to build, maintain, and enhance a pro-business climate in the communities within Platte County, MO.
2. Establishes and manages a Business Retention and Expansion (BRE) Program including:
 - Collects and analyzes data about existing businesses to understand the local economy.
 - Assists businesses in addressing barriers to growth and immediate needs.
 - Identifies businesses at risk of leaving and/or may be looking to expand operations.
3. Foster's relationships with c-suite executives and top-level management on behalf of PCEDC.
4. Facilitates programs and committees that encourage businesses to collaborate and share industry best practices.
5. Manages appropriate stakeholder collaborative responses for public policy and industry related issues.
6. Generates various reports for tracking metrics of duties/assignments aligned with PCEDC's initiatives and mission.

WORKFORCE DEVELOPMENT

1. Coordinates all workforce development initiatives on behalf of PCEDC for our local businesses within the county.
2. Connects business and industry to educational institutions and programs for talent development and recruitment.
3. Works with education partners to connect students to real-world learning opportunities within business.
4. Creates programs and initiatives to connect local talent to jobs and relevant curriculum and training.
5. Represents PCEDC on behalf of workforce development with local and regional initiatives.

ADMINISTRATION

1. Performs related administrative duties to support the responsibilities listed above.
2. Other special projects as assigned by the Executive Director or Board of Directors.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PRINCIPAL WORKING RELATIONSHIPS

Works with the Executive Director to gain overall guidance and direction. Interacts with PCEDC Executive Committee and Board of Directors, City officials, business prospects, member investors, and citizens for the benefit of overall growth within Platte County, MO.

EDUCATION & EXPERIENCE

1. Four-year college degree plus 2 years working experience or a combination of experience and education is preferred.
2. Previous sales or account management experience will be considered.
3. Business Retention/Expansion and Workforce Development experience is a plus.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Must be able to appropriately multi-task and manage multiple projects and deadlines.
2. Must be an effective communicator. Strong written and verbal communication skills.
3. Must be a self-starter and initiate good judgement.
4. Must be able to handle confidential information pertinent to multiple stakeholders inside and outside of the organization.
5. Computer experience the following software packages: Google Products, Microsoft Office Suite (Word, Excel, Power Point), knowledge of (or ability to learn) database software such as Membership Works, Location One, and Synchronist a plus.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel; and communicate effectively with others. The employee frequently is required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

*NOTE: Neither this job description nor any other PCEDC communication creates an employment contract.
The Board of Directors retains the right without prior notice to amend, delete, or change the contents of this job description.*

For more information, please contact:

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